DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 15, 1925.

MEMORANDUM No. 515

Amendment to the Fiscal Regulations.

Section (f) of Paragraph 33 of the Fiscal Regulations of the Department is hereby amended to read as follows:

33. ACTUAL TRAVELING EXPENSES.-

(f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at docks and 10 cents for each piece in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station porters, will not be allowed in Mississippi, Tennessee or Arkansas.

In a recent decision of the Comptroller General of the United States (4 Comp. Gen., 410) it was held that fees to station porters for the carrying of heavy hand baggage do not constitute a "gratuity" or "tip" within the meaning of the antitipping laws, and that employees are entitled to reimbursement for fees paid to station porters. The above regulation is therefore amended accordingly. The change is made because heretofore porter fees were not allowed in anti-tipping States by the regulations.

Howard M. Gore
Secretary.

January , 1925.

MEMORANDUM No.

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Section (f) of the Fiscal Regulations of the Department is hereby amended to read as follows:

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In a recent decision of the Comptroller General of the United States (4 Comp. Gen., 410) it was held that fees to station porters for the carrying of heavy hand baggage do not constitute a "gratuity" or "tip" within the meaning of the antitipping laws, and that employees are entitled to reimbursement for fees paid to station porters. The above regulation is therefore amended accordingly. The change is made because heretofore porter fees were not allowed in antitipping States by the regulations.

Secretary.

January , 1924.

MEMORANDUM No.

Amendment to the Fiscal Regulations.

Section (2) of the Fiscal Regulations of the Department is hereby amended to read as follows:

98. ACTUAL TRAVELING EXPENSES.-

(2) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at docks and 10 cents for each place in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station porters, will not be allowed in Mississippi, Tennessee or Arkansas.

In a recent decision of the Comptroller General of the United States (4 Comp. Gen., 410) it was held that fees to station porters for the carrying of heavy hand baggage do not constitute a "gratuity" or "tip" within the meaning of the antitipping laws, and that employees are entitled to reimbursement for fees paid to station porters. The above regulation is therefore worded accordingly. The change is made because heretofore porter fees were not allowed in anti-tipping States by the regulations.

Secretary.

January , 1925.

MEMORANDUM No.

Amendment to the Fiscal Regulations.

Section (f) of the Fiscal Regulations of the Department is hereby amended to read as follows:

33. ACTUAL TRAVELING EXPENSES.-

(f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at docks and 10 cents for each piece in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station porters, will not be allowed in Mississippi, Tennessee or Arkansas.

In a recent decision of the Comptroller General of the United States (4 Comp. Gen., 410) it was held that fees to station porters for the carrying of heavy hand baggage do not constitute a "gratuity" or "tip" within the meaning of the antitipping laws, and that employees are entitled to reimbursement for fees paid to station porters. The above regulation is therefore amended accordingly. The change is made because heretofore porter fees were not allowed in anti-tipping States by the regulations.

Secretary.

January , 1923.

MEMORANDUM No.

Amendment to the Fiscal Regulations.

Section (1) of the Fiscal Regulations of the Department is hereby amended to read as follows:

23. ACTUAL TRAVELING EXPENSES.--

(1) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at depots and 10 cents for each place in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station porters, will not be allowed in Mississippi, Tennessee or Arkansas.

In a recent decision of the Comptroller General of the United States (4 Comp. Gen., 410) it was held that fees to station porters for the carrying of heavy hand baggage do not constitute a "gratuity" or "tip" within the meaning of the antitipping laws, and that employees are entitled to reimbursement for fees paid to station porters. The above regulation is therefore amended accordingly. The change is made because heretofore porter fees were not allowed in antitipping States by the regulations.

Secretary.

FISCAL REGULATIONS.

33. ACTUAL TRAVELING EXPENSES.-

(f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at docks and 10 cents for each piece in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station porters, will not be allowed in Mississippi, Tennessee or Arkansas. ⟪will not be allowed in Mississippi or Tennessee, nor will fees paid hotel porters in Arkansas be reimbursed.⟫

New matter underscored _____.

Omitted matter in heavy brackets⟪ ⟫.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

January , 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Herewith draft of proposed memorandum amending paragraph 33-f of the Fiscal Regulations, relating to actual traveling expenses. The reasons for the same are set forth in the memorandum itself, and is made necessary by a recent ruling of the Comptroller General regarding porterage. The amendment is as suggested by the Solicitor of the Department and the attached memorandum bears his initials. The exact changes are shown in a sheet accompaning the memorandum.

The Committee recommends that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

January , 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Herewith draft of proposed memorandum amending paragraph 33-f of the Fiscal Regulations, relating to actual traveling expenses. The reasons for the same are set forth in the memorandum itself, and is made necessary by a recent ruling of the Comptroller General regarding porterage. The amendment is as suggested by the Solicitor of the Department and the attached memorandum bears his initials. The exact changes are shown in a sheet accompaning the memorandum.

The Committee recommends that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

January , 1944.

(Response due on, 5. 5. 1944.

Dear Sir. Sing:

Herewith draft of proposed amendatory section, [redacted] 1-4 of the Penal Code, relating to [redacted] [redacted] [redacted]. The reasons for the same are set forth by the Commission itself, and is only necessary to a proper reading of the Commission's proposal requiring publication. The amendment is as recommended by the Judiciary of the Legislature and the criminal [illegible] [illegible] [illegible]. The usual changes are made in a draft accompanying the recommendation.

The Commission recommends that its attached recommendation be approved by the Governor and promulgated.

Very respectfully,

Chairman, Advisory Commission on Criminal and Business Methods.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

Mr. A. Zappone,
Chairman,
Advisory Committee on Finance
and Business Methods.

JAN 12 1925

Dear Mr. Zappone:

I have considered the attached file with reference to amending paragraph 33 (f) of the Fiscal Regulations, because of the decision of the Comptroller General of October 25, 1924, in which it was held that fees paid to station porters might be reimbursed as they were not tips under the anti-tipping laws of Georgia and Tennessee. In the memorandum of Mr. Ward of November 22, he sets forth a proposed amendment of this section of paragraph 33. In view of his proposed amendment which appears to allow more than the above mentioned Comptroller's decision covers, you suggest that the matter be submitted to the Comptroller General for a decision. However, after talking with Mr. Ward I find that he did not have in mind that fees paid to hotel porters were reimbursable under the decision. Accordingly, the amendment to paragraph 33 (f) is limited to allowing fees to station porters only and I see no necessity for submitting that question to the Comptroller General again. If the committee desires to amend this paragraph of the Regulations because of the above Comptroller General's decision the following language will accomplish the purpose.

> (f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at docks and 10 cents for each piece in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station porters, will not be allowed in Mississippi, Tennessee or Arkansas.

The file is returned herewith.

Very truly yours,

C. M. Boyle

Assistant Solicitor.

Encls.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

November 22, 1924.

MEMORANDUM FOR CHIEF INSPECTOR.

Dear Mr. Ashley:

In response to your request for a comment on Mr. Zappone's memorandum of November 4 with reference to a proposed amendment to Paragraph 33-f of the fiscal regulations, I take the liberty of attaching hereto copies of the anti-tipping laws for the states of Arkansas, Mississippi, and Tennessee. The decision of the Comptroller General accompanying Mr. Zappone's suggestion permits the payment of porter fees in the state of Tennessee for the reason that the statute does not specifically apply to station porters. A careful reading of the statutes of the other states discloses the fact that they do not in terms refer to station porters nor do they include station porters by as strong an implication as do the laws of Tennessee.

Under these circumstances I recommend that Paragraph 33-f of the fiscal regulations be amended by striking out the entire proviso, leaving the paragraph as amended to read as follows:

> 33f. The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25¢ for each piece of baggage at docks, and 10¢ for each piece in any other case.

This suggestion is predicated upon the thought that no advantage can accrue from having the regulations more restrictive than the statutes.

Very truly yours,

Herbert D. Black

Inspector.

Mr. Zappone:-

Under date of Oct. 25, the Comptroller General rendered a decision on "tipping" which will necessitate a modification of the Fiscal Regulations of the Department. It is recommended that the paragraph affected read as follows:-

33f. The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at ~~and~~ docks, and 10 cents for each piece in any case; Provided, that because of State laws reimbursement for the payment of any porter fee herein mentioned will not be allowed in Mississippi, nor will fees paid hotel porters in Arkansas, and Tennessee be reimbursed. (Modified; effective , 1924.

The Comptroller General decides that a reasonable fee to a station porter for carrying hand baggage does not constitute a "tip" within the meaning of the anti-tipping laws of Tennessee.

Respectfully,

W. G. Small

(COPY)

Mr. Lyons
For your information
Resp
EEA
10/31/24

COMPTROLLER GENERAL OF THE UNITED STATES
Washington

A-3015 October 25, 1924.

J. F. Bethune, secretary and special disbursing agent, United States Tariff Commission, requested March 4, and April 26, 1924, review of so much of settlements Nos. C-4284-Ms of December 15, 1923, and C-7606-Ms of March 4, 1924, as disallow in his accounts payments aggregating $1.70 representing fees paid to station porters in Georgia and Tennessee, which States have anti-dumping laws. In support of his request for review he submits the proposition that fees to station porters are not tips within the ordinary meaning of that term as used in the anti-tipping laws, and states in that connection:

"The so called tips in question were paid to station porters at Johnson City, Tenn., for carrying hand baggage. My information is that these porters are employed by the Southern Railway to perform certain duties for which they receive very small salaries; that they are not required to carry hand baggage for passengers, but are permitted to do so for those passengers who desire their services."

Section 1 of the Georgia law, act of August 19, 1918, provides:

"Section 1. Be it enacted by the General Assembly of the State of Georgia and it is hereby enacted by the same, That from and after the passage of this act it shall be unlawful for any employee or servant of any hotel, common carrier or sleeping car company, restaurant, barber shop or other public place, or of any person, firm or corporation to solicit or receive any gratuities or 'tips' for the purpose, or with the intent of influencing the action of said employee in relation to the employer's business, from the guests or patrons of such hotel, restaurant, barber shop or other public place, or of such person, firm or corporation."

Section 2 of the Georgia law makes it unlawful for the employer to "knowingly permit" the receipt of tips; section 3 prohibits the giving of tips, and section 4 requires the posting of "No tipping" notices.

The Sections of the Tennessee Code, 1917 edition, on the subject of tipping are as follows:

[illegible]

"6888a-31. It shall be unlawful in this state for any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company to willfully allow any person in its employ to receive any gratuity, commonly known as a 'tip', from any patron or passenger, and it shall be unlawful for any patron of any hotel, restaurant, cafe, barber shop, dining car, or any passenger on any railroad train or sleeping car to give any employee any such gratuity, and it shall be unlawful for any employee of any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company to receive any gratuity or tip. (1915, ch. 185, sec. 1).

"6888a-32. By 'gratuity' or 'tip' as used in this act is meant any extra compensation of any kind which any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company, or the manager, officer, or agent thereof in charge of the same allows to be given an employee or which any person gives to any employee, or which is received by any employee and is not a part of the regular charge of the hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company for the thing bought or service rendered, or a part of the services which by contract it is under duty to render. * * * (1915, ch. 185, sec. 2)

"6888a-33. Each hotel shall post notices of this act in the office and in each room, and each restaurant, cafe, and barber shop shall post at least two notices of this act in two conspicuous places in the same, and each dining car, railroad or sleeping car company doing business within this state shall post two notices of this act in conspicuous places in each sleeping car, and each cafe, hotel, or dining car operator shall have printed in a conspicuous place on their menu cards or bills of far a synopsis of the provisions of this act. (1915, ch. 185, sec. 3)."

The Georgia law prohibits gratuities or tips given or received for the purpose of "influencing the action of said employee in relation to the employer's business." As the fee to a station porter is not given in advance but after the service has been rendered, the payment thereof could not be said to have influenced the porter in connection with his employer's business; i.e., fees paid to station porters in Georgia after the rendering of service and in payment for carrying hand baggage to and from trains do not come within the prohibition of the Georgia anti-tipping law. (The Georgia law was repealed Aug. 18, 1924).

The Tennessee law does not specifically refer to station porters, except in so far as they may be considered employees of a railroad, and the law specifically defines gratuities or tips as "extra compensation not a part of the regular charge * * * for service rendered or a part of the services which

by contract it is under duty to render." The section requiring the posting of notices does not require such notices to be posted in railroad stations, thus indicating that it did not contemplate prohibiting fees to station porters.

Furthermore, it is a matter of general knowledge that station porters are not required to carry hand baggage to and from trains for all passengers, or at least do not do so, except in anticipation of the payment of a fee for the service so rendered. Services of station porters are not recognized as a part of the service to which the purchase of a railroad ticket entitled the passenger. A reasonable fee to a station porter for carrying hand baggage does not therefore constitute a "gratuity" or "tip" within the meaning of the anti-tipping laws of Georgia or Tennessee when incurred by reason of heavy hand baggage, the payment thereof in accordance with existing regulations constitutes a necessary expense of transportation.

Upon review the settlements are reversed as to the items in question and a difference of $1.70 is certified for credit in Mr. Bethune's accounts.

(Signed)

J. R. McCarl
Comptroller General.

MISSISSIPPI.

Hemingway's Annotated Code 1917.

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CHAPTER 66.

TIPPING.

3235. To prohibit practice of allowing tips in public eating places.---1. It shall be unlawful in this state for any hotel, restaurant, cafe, dining car railroad company or sleeping car company to knowingly allow any person in its employ to receive any gratuity, commonly known as a "tip," from any patron or passenger; and it shall be unlawful for any patron of any hotel, restaurant, cafe, dining car or any passenger on any railroad train or sleeping car to give to any employe any such gratuity; and it shall be unlawful for any employe of any hotel, restaurant, cafe, dining car railroad company or sleeping car company to receive any gratuity or "tip." (Laws 1912, ch. 136. In effect March 1, 1912.)

3236. The term "tip" defined.---2. By gratuity or "tip," as used in this act, is meant any extra compensation of any kind which any hotel, restaurant, cafe, dining car railroad company, or sleeping car company, or the manager, officer, or any agent thereof in charge of same, allows to be given an employe, or which any person gives to any employe, or which is received by any employe, and is not a part of the regular charge of the hotel, restaurant, cafe, dining car railroad company or sleeping car company, which is not a part of its regular charge for the thing bought or services rendered, or a part of the service which by contract it is under duty to render. No hotel, restaurant, cafe, dining car railroad company or sleeping car company shall evade this act by adding to the regular charge, directly or indirectly, anything intended for, or to be used, or to be given away as a gratuity or tip to the employe. All charges made by the hotel, restaurant, cafe, dining car railroad company or sleeping car company must be made by it and be in good faith a charge for the service which it renders exclusive of the service which it furnishes through its employes. (Laws 1912, ch. 136. In effect March 1, 1912.)

3237. Copy of act to be conspicuously posted.---3. Each hotel shall post a copy of this act in the office and in each room, and each restaurant and cafe shall post at least two copies of this act in two conspicuous places in same, and each dining car railroad or sleeping car company doing business within this state, shall post two copies of this act in conspicuous places in each passenger coach or sleeping car. (Laws 1912, ch. 136. In effect March 1, 1912.)

3238. Penalty for violating provisions of this act.---4. Any hotel, restaurant, cafe, dining car railroad company or sleeping car company, and the manager, officer, or agent of same in charge, violating this act, or wilfully or negligently allowing the same to be violated in any way, shall each be subject to a penalty not to exceed one hundred dollars for each tip allowed to be given. If any person shall give any such employe any gratuity or tip, such person shall be subject to a fine of not more than fifty dollars for each offense. If any of the above employes shall receive any gratuity or tip, he shall be subject to a fine of not more than fifty dollars. If the hotel, restaurant, cafe, dining car

railroad or sleeping car company fail, neglect, or refuse to post this act as required herein, such hotel, restaurant, cafe, dining car railroad or sleeping car company shall be subject to a fine not to exceed one hundred dollars for every day it shall so fail. (Laws 1912, ch. 136. In effect March 1, 1912.)

(There is no penalty for failure of hotel, restaurant, cafe, dining car railroad or sleeping car company, to post the act. State v. Angelo, 109 Miss. 624, 68 So. 918.

Laws 1912, ch. 136, Sec. 3, makes criminal only the failure to post copies of the anti-tipping statute in passenger coaches actually in use for transporting passengers. State v. Southern R. Co.,_____Miss. _____. 72 So. 837.)

3239. Grand juries to be especially instructed.---5. It shall be the duty of the circuit judges to specially call the attention of the grand jury to the provisions of this act at each term of the court. (Laws 1912, ch. 136. In effect March 1, 1912.)

ARKANSAS.

Digest of Statutes 1921.

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XII.
Miscellaneous Offenses.

A. Acceptance of Tips.

Sec. 2849. By employee at hotel, etc. It shall be unlawful for any steward, waiter, porter or other employee at any hotel, restaurant, cafe, or eating house in the State of Arkansas to solicit or receive either directly or indirectly, or for any proprietor or manager of any such hotel, restaurant, cafe, or eating house, to permit any such steward, waiter, porter or other employee to receive, either directly or indirectly, from any guest or patron any gift, compensation or honorarium, or gratuity commonly known as a "tip." Act February 25, 1913, p. 364, Sec. 1.

Sec. 2850. By employee of sleeping or dining car. It shall be unlawful for any porter or other employee of any sleeping car company or dining car company or corporation or carrier operating any sleeping car or dining car in this State, to receive, either directly or indirectly, any gratuity or compensation commonly known as a "tip," and any sleeping or dining car company or any common carrier or corporation operating a sleeping or dining car in this State that permits an employee to accept or receive any gratuity or compensation commonly known as a "tip" shall be guilty of a misdemeanor. Id. Sec. 2.

Sec. 2851. Penalty. Any person, firm, corporation or common carrier violating any of the provisions of this act shall be punished by a fine of not less than ten dollars nor more than twenty-five dollars. Id. Sec. 3.

TENNESSEE.

1918 Edition.
Thompson's Shannon's Code/ - Art. XXXVI.

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Sec. 6888a-31. Unlawful to give or receive tips; to whom this act applies.--It shall be unlawful in this state for any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company to willfully allow any person in its employ to receive any gratuity, commonly known as a "tip," from any patron or passenger, and it shall be unlawful for any patron of any hotel, restaurant, cafe, barber shop, dining car, or any passenger on any railroad train or sleeping car, to give any employee any such gratuity, and it shall be unlawful for any employee of any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company to receive any gratuity or tip. (1915, ch. 185, sec. 1.)

Sec. 6888a-32. "Gratuity" or "tips" defined; no evasion by adding to regular charge.--By "gratuity" or tip as used in this act, is meant any extra compensation of any kind which any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company or the manager, officer or any agent thereof, in charge of same, allows to be given an employee or which any person gives to any employee, or which is received by any employee, and is not a part of the regular charge of the hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company for the thing bought or service rendered, or a part of the services which by contract it is under duty to render. No hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company shall evade this act by adding to the regular charge, directly or indirectly, anything intended for or to be used or to be given away as a gratuity or tip to the employee. All charges made by the hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company must be made by it in good faith, a charge for the service which it renders, exclusive of the service which it furnishes to its employees. (Id., sec. 2.)

Sec. 6888a-33. Notices to be posted, where.--Each hotel shall post notice of this act in the office and in each room, and each restaurant, cafe and barber shop shall post at least two notices of this act in two conspicuous places in same, and each dining car, railroad or sleeping car company doing business within this state, shall post two notices of this act in conspicuous places in each sleeping car, and each cafe, hotel or dining car operator shall have printed in a conspicuous place on their menu cards or bills of fare, the synopsis of the provisions of this act. (Id., sec. 3.)

Sec. 6888a-34. Penalty for violations.--Any hotel, restaurant, cafe, barber shop, dining car, railroad or sleeping car company and the manager, officer or agent of same in charge, violating this act or willfully allowing the same to be violated in any way shall each be subject to a penalty of not less than ten dollars nor more than fifty dollars for each tip allowed to be given. If any person shall give an employee any gratuity or tip each person shall be subject to a fine of not more than twenty-five dollars nor less than five dollars for each offense. If any of the above employees shall receive any gratuity

[illegible]

[illegible]

[illegible]

[illegible]

or tip, he or she shall be subject to a fine of not more than twenty-five dollars nor less than five dollars for each offense. Should any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company fail, neglect or refuse to post notice of this act as required herein, such hotel, restaurant, cafe, barber shop, dining car, railroad or sleeping car company shall be subject to a fine not to exceed one hundred dollars for each day it shall fail. (Id., sec. 4.)

Sec. 6888a-35. Charge to grand juries.--It shall be the duty of the circuit judges and the courts of like jurisdiction to especially call the attention of the grand jury to the provisions of this article at each term of the court. (Id., sec. 5.)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 3, 1925.

MEMORANDUM No. 516

Amendment to the Property Regulations.

Paragraph 248 of the Property Regulations of the Department is hereby amended to read as follows:

> 248. SALE OF OFFICIAL COTTON STANDARDS.- Practical forms of the official cotton standards of the United States may be furnished to any person, subject to the conditions of, and upon compliance with, the rules and regulations of the Secretary of Agriculture under the United States cotton futures act and the United States cotton standards act. Moneys received from the sale of such purchased forms may be expended for the purchase of other cotton for such use.

The object of this amendment is to permit the use of moneys received from or in connection with the sale of cotton purchased for the preparation of practical forms of the official cotton standards and condemned as unsuitable for such use to be expended for the purchase of other cotton for such use. The old regulation provided that these moneys be turned into the Treasury as miscellaneous receipts, but the recent laws relating to this subject authorizes the use of the moneys as indicated above.

The amendment also specifically mentions the U. S. Cotton Standards Act, passed subsequent to the U. S. Cotton Futures Act, and the Department is now charged with the enforcement of the two Acts.

Howard M. Gore
Secretary.

February 3, 1925.

MEMORANDUM No. 516

Amendment to the Property Regulations.

Paragraph 248 of the Property Regulations of the Department is hereby amended to read as follows:

> 248. SALE OF OFFICIAL COTTON STANDARDS.- Practical forms of the official cotton standards of the United States may be furnished to any person, subject to the conditions of, and upon compliance with, the rules and regulations of the Secretary of Agriculture under the United States cotton futures act and the United States cotton standards act. Moneys received from the sale of such purchased forms may be expended for the purchase of other cotton for such use.

The object of this amendment is to permit the use of moneys received from or in connection with the sale of cotton purchased for the preparation of practical forms of the official cotton standards and condemned as unsuitable for such use to be expended for the purchase of other cotton for such use. The old regulation provided that these moneys be turned into the Treasury as miscellaneous receipts, but the recent laws relating to this subject authorizes the use of the moneys as indicated above.

The amendment also specifically mentions the U. S. Cotton Standards Act, passed subsequent to the U. S. Cotton Futures Act, and the Department is now charged with the enforcement of the two Acts.

(Signed)

Howard M. Gore

Secretary.

Property Regulations.

248. SALE OF OFFICIAL COTTON STANDARDS.- Practical forms of the official cotton standards of the United States may be furnished to any person, subject to the conditions of, and upon compliance with, the rules and regulations of the Secretary of Agriculture under the United States cotton futures act and the United States cotton standards act. Moneys received from the sale of such purchased forms [[shall be turned into the Treasury as miscellaneous receipts]] may be expended for the purchase of other cotton for such use.

Omitted matter in heavy brackets [[ ]].

New language underscored _____.

Property Regulations.

248. SALE OF OFFICIAL COTTON STANDARDS.- Practical forms of the official cotton standards of the United States may be furnished to any person, subject to the conditions of, and upon compliance with, the rules and regulations of the Secretary of Agriculture under the United States cotton futures act and the United States cotton standards act. Moneys received from the sale of such purchased forms [shall be turned into the Treasury as miscellaneous receipts] may be expended for the purchase of other cotton for such use.

Omitted matter in heavy brackets [ ].

New language underscored _____.

D)

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

February 2, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump;

There is attached hereto draft of a proposed memorandum to amend paragraph 248 of the Property Regulations of the Department, relating to the sale of official cotton standards. The reasons for its issuance are set forth in the memorandum itself. The law authorizes that moneys received from the sale of purchased forms may be expended for the purchase of other cotton. This has been so for some time, but the old regulation, issued several years ago, provided that the moneys be turned into the Treasury as miscellaneous receipts. This matter was overlooked when the regulations were revised.

The Advisory Committee on Finance and Business Methods recommends that the attached memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

R Zappone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

Dr. Leary.

February 4, 1925.

MEMORANDUM NO. 517.

Prior approval of the Secretary and the Civil Service Commission required before assignment to duty of employees in Washington.

The attention of the various bureaus, divisions, and offices of this Department is invited to Paragraphs 404, 417, and 434 of the Administrative Regulations of the Department. These regulations require that the prior authority of the Secretary and the Civil Service Commission be secured before any person is employed or allowed to enter on duties in the Department in the District of Columbia. Also, that extensions of temporary appointments must be recommended in sufficient time before expiration to permit full consideration by the Civil Service Commission.

It is necessary at this time to call especial attention to the above regulations.

The Department has been embarrassed by having the Civil Service Commission call attention to the fact that its rules were not observed in instances where temporary appointees were allowed to enter upon duty prior to formal authority for such temporary appointment. The Commission has been advised that no such cases will be submitted in the future.

Bureaus should direct all officers handling personnel matters to carefully observe the above regulations and maintain an effective check against the assignment to duty of any person until the Secretary and the Civil Service Commission have approved the proposed appointment, transfer or reinstatement. Officers responsible for the employment and assignment of personnel will be held accountable for the observance of these instructions.

Howard M. Gore
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 4, 1925.

MEMORANDUM NO. 517.

Prior approval of the Secretary and the Civil Service Commission required before assignment to duty of employees in Washington.

The attention of the various bureaus, divisions, and offices of this Department is invited to Paragraphs 404, 417, and 434 of the Administrative Regulations of the Department. These regulations require that the prior authority of the Secretary and the Civil Service Commission be secured before any person is employed or allowed to enter on duties in the Department in the District of Columbia. Also, that extensions of temporary appointments must be recommended in sufficient time before expiration to permit full consideration by the Civil Service Commission.

It is necessary at this time to call especial attention to the above regulations.

The Department has been embarrassed by having the Civil Service Commission call attention to the fact that its rules were not observed in instances where temporary appointees were allowed to enter upon duty prior to formal authority for such temporary appointment. The Commission has been advised that no such cases will be submitted in the future.

Bureaus should direct all officers handling personnel matters to carefully observe the above regulations and maintain an effective check against the assignment to duty of any person until the Secretary and the Civil Service Commission have approved the proposed appointment, transfer or reinstatement. Officers responsible for the employment and assignment of personnel will be held accountable for the observance of these instructions.

Howard M. Gore
Secretary.

[illegible]

Subsequent, 12.

[illegible]

Joint approval of the Secretary and the Civil [illegible] of employees in branches.

The attention of the various bureaus, divisions, and offices of this Department is hereby [illegible] the administrative regulations or the Department. These regulations require that the prior authority of the Secretary and the Civil Service Commission [illegible] order on duties in the Department in the District of Columbia. Also, that estimates of temporary appointments must be recommended in sufficient time before expiration to permit full consideration by the [illegible].

It is necessary at this time to call special attention to the above regulations.

The Department has been embarrassed by having the Civil Service Commission call attention to the fact that its rules were not observed in [illegible] has been advised that no such cases will be submitted in the future.

Bureaus should direct all officers in charge of personnel matters to carefully observe the above regulations and maintain an effective check against the assignment to duty of any person until the Secretary and the Civil Service Commission have authorized the proposed appointment [illegible]. The assignment of personnel will be held accountable for the observance of these instructions.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO.

~~Regulations against the assignment to duty of persons in Washington, D.C., before the~~ prior approval of the Secretary and the Civil Service Commission required before assignment to duty of employees in Wash

The attention of the various bureaus, divisions, and offices of this Department is invited to ~~the following excerpts from~~ the revised Administrative Regulations of the Dept (Paragraphs 404, 417 and 434 of)

PARAGRAPH 404. * * * No appointment, promotion, demotion, or transfer of any person employed in the District of Columbia shall be made effective, nor shall any person appointed for service in the District of Columbia be allowed to enter upon the performance of his duties, until the recommendation for such action has been approved by the Secretary. * * *

PARAGRAPH 417. Every recommendation for an appointment, promotion, demotion, or other action effecting the salary of an employee of this Department must specify a definite date upon which the action recommended shall take effect, which date shall be subsequent to the date of the recommendation. * * *

PARAGRAPH 434. If the needs of the department require that a temporary appointment in the competitive service be made in the District of Columbia, pending the certification of eligibles for probational appointment, or for the performance of job service after the completion of which the service of a temporary appointee will no longer be required, or for duty pending the filling of a vacancy by transfer, reinstatement, or other action involving the issuance of a certificate by the Civil Service Commission, a temporary appointment can be made either from a civil service certificate or by the prior authority of the Civil Service Commission. Under no circumstances can a temporary appointment be made except upon such certificate of prior authorization.

In circumstances requiring the extension of a temporary appointment in the District of Columbia, therefore, it is imperative that a recommendation be made in sufficient time before the expiration of the original appointment to permit full consideration of each case by the Civil Service Commission. * * *

The ~~effect of the above quoted sections of paragraphs of the revised Administrative~~ Regulations ~~is as follows:~~ stipulate that:

No ~~appointment~~, etc., in the District of Columbia shall be made effective, nor person appointed be allowed to enter on duties, until recommendation has been approved by the Secretary and the prior authority of the Civil Service Commission required.

~~Date action shall take effect shall be subsequent to date of recommendation.~~

employment extension of employment

Under no circumstances ~~can a~~ temporary appointment in the District of Columbia be made except upon prior authorization of ~~the Civil Service~~ Commission.

Extensions of temporary appointments must be recommended in sufficient time before expiration to permit full consideration by the Civil Service Commission.

It is ~~felt~~ necessary at this time to call especial attention to the above regulations and it is believed that by properly and promptly anticipating personnel changes practically all recommendations involving personnel in the District of Columbia can be approved by the Secretary and the Civil Service Commission before actual date effective.

The Department has been embarrassed by having the Civil Service Commission call attention to the fact that its rules were not observed in instances where temporary appointees were allowed to enter upon duty prior to formal authority for such temporary appointment. The Commission has been advised that steps have been taken to prevent such cases in the future.

Bureaus should direct all officers, handling personnel matters to carefully observe the above regulations and maintain an effective check against the assignment to duty of any person until the Secretary and the Civil Service Commission have approved the proposed appointment, transfer or reinstatement. Officers responsible for the employment and assignment of personnel ~~shall~~ will be held to a strict personal accountability for the observance of these instructions.

Secretary.

The Honorable

The President of the U. S. Civil Service Commission.

Dear Mr. Deming:

I have your letter of January 28, (X/FWB/HH), regarding the employment of Miss Ernestine Jennett as Assistant Translator in the Office of Crop Technology, in the Bureau of Plant Industry without prior approval of the Commission. This matter has been brought to the attention of the Chief of the Bureau employing Miss Jennett, and it is believed that there will be no recurrence of a case of this kind in that bureau, or any of the other bureaus of the Department. In addition, I am circularizing a memorandum, a copy of which is enclosed, calling the attention of the various bureaus of the Department to regulations regarding prior authority for employment in Washington, and stressing the fact that no person shall be assigned to duty here until the Civil Service Commission has previously approved the appointment.

I regret the circumstances incident to the employment of Miss Jennett, and appreciate your calling my attention to the matter. I trust with the instructions sent out to the various bureaus there will be no further cases of this character. The Department endeavors to comply with the rules of the Commission, and is desirous of maintaining the close cooperation which has existed heretofore.

Sincerely yours,

Secretary.

(Enclosure)

January 29, 1925.

MEMORANDUM FOR DR. W. A. TAYLOR.

Dear Dr. Taylor:

You will probably recall the case of Miss Ernestine Jennett, who was employed as an Assistant Translator in the Office of Crop Technology, from December 23, 1924, to January 5, 1925. As you know, the Department has experienced some difficulty in the matter of Civil Service approval for the appointment of Miss Jennett. The records show that we asked the Civil Service Commission for authority for her appointment on December 23, but in lieu of granting same, a certificate containing the names of three eligibles was issued. Your Bureau made objections to these three eligibles, which were in turn forwarded to the Commission, and, at the same time, renewed the request for authority for Miss Jennett's appointment.

It appears that the Commission is somewhat exercised about this matter and has written a letter, for my personal attention, regarding the irregularity of the procedure in putting her to work without their prior approval. Informally, I have been advised that the Commission had given serious consideration to the question of declining to authorize the appointment of Miss Jennett, which adverse decision would, of course, necessitate the payment of her salary by whoever was responsible for placing her to work. Officially, however, the Commission has finally decided to approve the employment of Miss Jennett from December 23, to January 5, because they state that if the case had been presented to them in advance, the temporary appointment, in all probability, would have been approved.

In view of the Commission's attitude in this matter, together with the fact that, for efficient personnel administration, it is absolutely essential to maintain harmonious working relations with them, it is believed that your division chiefs should be advised to be sure that hereafter no person is assigned to duty in Washington, D. C., without the prior approval of the Civil Service Commission. I am getting out a general numbered memorandum on this subject for the guidance of all the bureaus, but in view of the Commission's reaction in the above case, I am sending you this advance notice.

Sincerely yours,

Secretary.

Sincerely yours,

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 19, 1925

MEMORANDUM NO. 518

Uniformity in Signs, Notices, Directories, etc.

The Administrative Regulations of this department are hereby amended by inserting, after paragraph 722, the following:

723. Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE
Weather Bureau

U. S. DEPARTMENT OF AGRICULTURE
Forest Service
Northeastern Experiment Station

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate channels to the chief clerk of the department for authorization.

Howard M. Gore
Secretary.

MEMORANDUM NO._____

Uniformity in Signs, Notices, Directories, etc.

The Administrative Regulations of this department are hereby amended by inserting, after paragraph 722, the following:

723. Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE
Weather Bureau

U. S. DEPARTMENT OF AGRICULTURE
Forest Service
Northeastern Experiment Station

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate channels to the chief clerk of the department for authorization.

R M

Secretary.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

February 5, 1925.

Dear Mr. Jump:

As per your instructions in your pen memorandum of February 3, I have converted the material regarding office signs into the form of an administrative regulation. It will still require the signature of the Secretary, however.

Chief Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Fo

February 3, 1925.

MEMORANDUM NO._____

Uniformity in Signs, Notices, Directories, Etc.

Insert

Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
Northeastern Experiment Station.

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate bureau channels to the Chief Clerk of the Department for authorization.

Secretary.

Po

February 3, 1925.

MEMORANDUM NO._____

Uniformity in Signs, Notices, Directories, Etc.

Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
Northeastern Experiment Station.

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefore, through appropriate bureau channels to the Chief Clerk of the Department for authorization.

Secretary.

February 6, 1920.

CIRCULAR 20.

Publicity in signs, notices, literature, etc.

Hereafter pamphlets, the following general form should be used hereafter in indicating the location of offices and activities of the Department in all notices, pamphlets, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subdivisions. As a rule the words "Washington" should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
Northwestern Experiment Station.

Publicity signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate bureau channels to the Chief Clerk of the Department for authorization.

Secretary.

Fo

February 5, 1925.

MEMORANDUM NO._____

Uniformity in Signs, Notices, Directories, Etc.

Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
Northeastern Experiment Station.

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor,, through appropriate bureau channels to the Chief Clerk of the Department for authorization.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

~~November~~ December, 1924.

Clean Copy

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

Wherever practicable, the following ~~standard~~ general form should be used hereafter in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come ~~second~~ next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. ~~but~~ As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
~~Southern~~ Northeastern Experiment Station.

Any material deviation from the foregoing specifications, with the reasons therefor, ~~must~~ should be submitted through appropriate bureau channels to the Chief Clerk of the Department for approval.

Secretary.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

November 12, 1924.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

It has been brought to the attention of the Advisory Committee on Finance and Business Methods by the Office of Inspection that signs, etc., in the field, indicating the location of the activities of the Department are very irregular in style and form. After considering the matter the Committee feels that wherever practicable a standard form should be used, and has accordingly prepared a memorandum to cover the case. It is therefore recommended that the attached memorandum be approved and promulgated.

Very respectfully,

A Gappone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

November 12, 1924.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

It has been brought to the attention of the Advisory Committee on Finance and Business Methods by the Office of Inspection that signs, etc., in the field, indicating the location of the activities of the Department are very irregular in style and form. After considering the matter the Committee feels that wherever practicable a standard form should be used, and has accordingly prepared a memorandum to cover the case. It is therefore recommended that the attached memorandum be approved and promulgated.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

January 21, 1924.

Correspondence Dept. No. 2, A. Dept.

Dear Mr. Jones:

In our Paris branch in the activities of the Advisory Commission on Finance and Business Relations by the Office of Imperial Ind. Japan, etc., in the India, instructing the Institute of the activities of the Tokugawa are very irregular in style and form. After considering the matter the Institute feels that whatever practicable a contract form should be used, and has accordingly prepared a memorandum to cover the case. It is therefore recommended that the attached memorandum is adopted and published.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Relations.

Enclosure.

November , 1924.

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

Wherever practicable, the following standard form should be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed by any other necessary or desirable subheading, but as a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE.
Forest Service,
Southern Experiment Station.

Any material deviation from the foregoing specifications, with the reasons therefor, must be submitted through appropriate bureau channels to the Chief Clerk of the Department for approval.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November , 1924.

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

Wherever practicable, the following standard form should be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed by any other subheading, ~~that may be desirable or necessary to show,~~ necessary or desirable but as a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service
Southern Experiment Station.

Any material deviation from the foregoing specifications, with the reasons therefor, must be submitted through appropriate bureau channels to the Chief Clerk of the Department for approval.

Secretary.

uniformity in Signs, Notices, Stationery, etc.

be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, [illegible] where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed by any [illegible] as a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE. U. S. DEPARTMENT OF AGRICULTURE.

Any material deviation from the foregoing specifications must be submitted through appropriate bureau channels to the Chief Clerk of the Department for approval.

October , 1924.

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

The following standard form should be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed by any other subheading that may be desirable or necessary to show, but the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service
(Southern Experiment Station)

U. S. DEPARTMENT OF AGRICULTURE,
~~Farmers' Seed Loan Office.~~

U. S. DEPARTMENT OF AGRICULTURE,
Bureau of Animal Industry,
(Hog Cholera Research)

Secretary.

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8—4819

October 16, 1924.

Mr. Ashley:

This matter was considered at the last meeting of the Finance Committee, and it was agreed that the Committee should recommend that a Secretary's memorandum be issued on the subject.

Please also note memorandum dated Oct. 15 just received from Mr. Kelleter.

A rough draft of the proposed memorandum is attached. Kindly suggest or make any changes therein that may seem necessary or desirable and return.

Respectfully,

N. E. Joppone

Mr. Ashley: Please comment on memorandum and return. Arney

10/16/24.

Jno. Real inspection
Bloody painted
on doors and
residence, only
name, and
adding nothing
to the advantage
of the Dept.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

Mr Ashby:—
Is it desirable to advertise or designate the personnel designated a bureau officer as.
Weather Bureau
Chas F Marvin
Chief.

Would we not have a Meteorologist Chief etc.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

October 18, 1924.

Mr. Zappone:

I am rather inclined to agree with Mr. Ward that we should omit the example which exhibits the name of a bureau officer. Otherwise I see no objection to the phrasing of the proposed memorandum.

Ashley

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

The following standard form should be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, windows, doors, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed ~~ix exakkax xypa~~ by any other subheading that may be necessary or desirable ~~to show~~ to show. The following are examples ~~should be followed:~~

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau
~~Charles F. Marvin, Chief.~~

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service
(Southern Experiment Station)

U. S. DEPARTMENT OF AGRICULTURE,
Farmers' Seed Loan Office,
Albuquerque, N. Mex.

U. S. DEPARTMENT OF AGRICULTURE
Bureau of Animal Industry
Hog Cholera Research.

Secretary.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DIRECTOR OF PURCHASES AND SALES

October 15, 1924.

MEMORANDUM FOR MR. ZAPPONE

Dear Mr. Zappone:

I find that the National Forest Manual on page 27(a) indicates the following to be the approved sign for supervisors' offices:

Forest Service
U. S. Department of Agriculture
Office Of
Olympic National Forest

There is no reference to such signs in the mimeographed revision dated October 20, 1923, and therefore, I assume the above indicated style still holds.

Very truly yours,

Director of Purchases
and Sales.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

October 6, 1924.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

In the attached memorandums Mr. Ward invites my attention to the irregular manner in which signs indicating the location of certain field offices of the department are prepared. I am wondering whether this is not a subject you would like to have the Committee on Finance and Business Methods consider with the view of the adoption of some standard form of legend.

Very truly yours,

Alex. McC. Ashley

Chief Inspector.

Encls.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

October 4, 1924.

MEMORANDUM FOR CHIEF INSPECTOR.

Dear Mr. Ashley:

While in New Orleans recently on a tour of inspection I had occasion to observe the following sign on a room occupied by the Forest Service in the Customs House at that point:

FOREST SERVICE
(Southern Experiment Station) Large Caps.
Department of Agriculture

Very truly yours,

Herbert A. Brand

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

October 4, 1924.

MEMORANDUM FOR CHIEF INSPECTOR.

Dear Mr. Ashley:

While in New Orleans on a recent tour of inspection I observed that the building directory of the Customs House, in which are located certain offices of the Bureau of Agricultural Economics, did not display such a title but had the offices listed under the following style: "U. S. Bureau of Markets."

This information is reported in the thought that a change should be effected.

Very truly yours,

Herbert S. Ward

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

October 4, 1924.

MEMORANDUM FOR CHIEF INSPECTOR.

Dear Mr. Ashley:

While in the city of Forth Worth, Texas, on a recent tour of inspection I observed that the following sign is painted upon the office window of one of the bureaus of this department:

BUREAU OF PUBLIC ROADS
U. S.
Department of Agriculture

Very truly yours,

Herbert S. Ward

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 20, 1925.

MEMORANDUM No. 519.

Amendment to the Fiscal Regulations.

Section (h) of Paragraph 33 of the Fiscal Regulations of the Department is hereby amended to read as follows:

33. ACTUAL TRAVELING EXPENSES.-

(h) Customary charges for subsistence (except as provided in 33-r) not to exceed $5 in any one day.

Subsistence will include the following expenses incurred when absent from official station:

1. Meals. In the absence of explanation of necessity the following table will govern the allowance of charges for meals taken en route upon departure from or arrival at official station:

Breakfast when departure is before or arrival is after 8 a. m.
Dinner when departure is before or arrival is after 1 p. m.
Supper when departure is before 7 p. m. or arrival is after 6 p. m.

x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x

In a decision of the Comptroller General dated January 27, 1925 (A-5786), it was held that the fixing by administrative regulations of 7 p. m. instead of 6 p. m. with reference to the evening meal on departure is acceptable as the establishment of a reasonable basis for accounting purposes and may be applied in the audit of accounts paid by a disbursing officer after promulgation of said regulation. The above regulation is therefore amended accordingly.

Howard M. Gore
Secretary.

Fiscal Regulation.

33. ACTUAL TRAVELING EXPENSES.-

(h) Customary charges for subsistence (except as provided in 33-r) not to exceed $5 in any one day.

Subsistence will include the following expenses incurred when absent from official station:

1. Meals. In the absence of explanation of necessity the following table will govern the allowance of charges for meals taken en route upon departure from or arrival at official station:

Breakfast when departure is before or arrival is after 8 a. m.

Dinner when departure is before or arrival is after 1 p. m.

Supper when departure is before 7 p. m. or arrival is after 6. p. m.

x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x

New matter underscored _____.

Fiscal Regulation.

33. ACTUAL TRAVELING EXPENSES.-

(h) Customary charges for subsistence (except as provided in 33-r) not to exceed $5 in any one day.

Subsistence will include the following expenses incurred when absent from official station:

1. Meals. In the absence of explanation of necessity the following table will govern the allowance of charges for meals taken en route upon departure from or arrival at official station:

Breakfast when departure is before or arrival is after 8 a. m.
Dinner when departure is before or arrival is after 1 p. m.
Supper when departure is before 7 p. m. or arrival is after 6. p. m.

x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x

New matter underscored ___________.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

February 10, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Herewith draft of proposed memorandum amending paragraph 33(h) of the Fiscal Regulations of the Department. The reason therefor is set forth in the memorandum itself. It will permit allowance for the evening meal to travelers of the Department en route on official business up to 7 p. m. instead of 6 p. m. It is believed such charges to be just and that employees should be permitted to receive same.

The memorandum has been passed upon by the Solicitor of the Department and bears his initials.

The Advisory Committee on Finance and Business Methods recommends that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

A Gaynone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 19, 1925.

MEMORANDUM No. 520.

Amendment to the Fiscal Regulations.

Section (f) of paragraph 33 of the Fiscal Regulations of the Department is hereby amended to read as follows:

33. ACTUAL TRAVELING EXPENSES.-

(f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage for each piece not to exceed 25 cents at docks and 10 cents in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station or dock porters, will not be allowed in Mississippi, Tennessee or Arkansas.

This section was amended January 28, 1925, by Memorandum No. 515 so as to permit reimbursement for station porter fees paid by employees traveling in antitipping States, in accordance with 4 Comp. Gen., 410, in which it was held that fees paid to station porters for the carrying of heavy hand baggage do not constitute a "gratuity" or "tip" within the meaning of the antitipping laws. That amendment, as drawn, was ambiguous and was interpreted by the General Accounting Office to allow but 25 cents for the handling of baggage at docks, regardless of the number of pieces, whereas it is the intention to allow not to exceed 25 cents for each piece at docks. The purpose of this amendment is to clarify this ambiguity.

Howard M. Gore
Secretary.

FISCAL REGULATIONS.

33. ACTUAL TRAVELING EXPENSES.-

(f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage for each piece not to exceed 25 cents at docks and 10 cents [for each piece] in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station or dock porters, will not be allowed in Mississippi, Tennessee or Arkansas.

New matter underscored _____.

Omitted matter in heavy brackets [ ].

FISCAL REGULATIONS.

32. ACTUAL TRAVELING EXPENSES.-

(1) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage for each piece not to exceed 25 cents at docks and 10 cents for each piece in any other case: Provided, That because of State laws requirement for the payment of any porter fee herein mentioned, other than to station or dock porters, will not be allowed in Mississippi, Tennessee or Arkansas.

New matter underscored _____.

Omitted matter in heavy brackets [ ].

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

February 19, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods submits herewith a memorandum proposing an amendment to paragraph 33(f) of the Fiscal Regulations. The reasons for the proposed amendment are set forth in the memorandum itself.

The Committee recommends that the attached memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

A. Gossone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 9, 1925.

MEMORANDUM NO. 521

Effective March 9, 1925, and until further notice, James M. Locknane is designated Acting Director of Purchases and Sales for the Department.

For the present Mr. Locknane will also act as the representative of the Department on the Federal Purchasing Board and the Federal Specifications Board.

W M Jardine

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 9, 1925.

MEMORANDUM NO. 521

Effective March 9, 1925, and until further notice, James M. Locknane is designated Acting Director of Purchases and Sales for the Department.

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W M Jardine
Secretary.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 17, 1925.

MEMORANDUM NO. 522

Grain Futures Administration.

Mr. Chester Morrill having resigned from the Department, Dr. J. W. T. Duvel, in charge of the Chicago Office, is hereby designated as Acting in Charge of the Administration of the Grain Futures Act, effective March 13, and to continue until further order.

W M Jardine

Secretary.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 13, 1925.

MEMORANDUM NO. 523.

Packers and Stockyards Administration.

Mr. Chester Morrill having resigned from the Department, Mr. G. N. Dagger, Chief of Division of Rates and Practices, is hereby designated as Acting in Charge of the Administration of the Packers and Stockyards Act, effective March 13, and to continue until further order.

W M Jardine

Secretary.

EXECUTIVE ORDER.

Civil Service Rule VII, section 2, is amended by striking out the words "messenger boy, messenger girl" in the second paragraph and by substituting the words "General Accounting Office" for the words "Office of the Auditor for the Post Office Department." As amended paragraph five will read as follows:

> In the General Accounting Office: Operatives for the audit of accounts and vouchers for the Postal Service by means of labor-saving devices.

Section 6, Rule XI, will accordingly be amended to read as follows:

> 6. Operatives in the General Accounting Office for the audit of accounts and vouchers of the Postal Service by means of labor-saving devices, appointed without regard to the apportionment, shall not be promoted or transferred to apportioned positions, whether they are residents of States or Territories which are entitled to appointments to apportioned positions, or not, and said operatives shall not be assigned to other work.

These amendments have the effect of placing the positions of messenger boy and messenger girl in all departments and independent offices in the apportioned service and of rendering the incumbents of such positions eligible for promotion to apportioned positions upon such tests of fitness as the Civil Service Commission may prescribe. The title, "Office of the Auditor for the Post Office Department," has been changed to "General Accounting Office" to conform to the present name of the organization performing the work referred to in the Rules.

CALVIN COOLIDGE

The White House,
January 28, 1925.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 28, 1925.

MEMORANDUM NO. 525

Messenger Boys and Messenger Girls Placed in the Apportioned Departmental Service.

The attention of the various bureaus and offices of the Department is invited to an Executive Order, dated January 28, 1925, which has the effect of placing the positions of Messenger Boy and Messenger Girl in the apportioned Departmental service and of rendering the incumbents of such positions eligible for promotion upon such test of fitness as the Civil Service Commission may prescribe. In this connection the Civil Service Commission has outlined the following procedure for promotions, changes of designation, transfers, reinstatements, etc., of Messenger Boys and Girls:

1. Personnel Movements from Junior Messenger, Cu-1-1, to Assistant Messenger, Cu-2-1. -- This change may be made after prior approval of the Commission without further written examination, after the Junior Messenger has completed his six months' probationary period.

2. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to other classes of positions in the Custodial Service. -- Changes of this type, e.g., to Messenger, Cu-3-1, Senior (Skilled) Laborer, Cu-3-2, Subordinate Mechanic, Cu-2-3, Minor Mechanic, Cu-3-3, may be made after prior approval of the Commission without further written examination, provided that at the time the change is to take effect, the candidate has passed his eighteenth birthday. Of course, he must also have successfully completed his probationary period as Junior or Assistant Messenger, as the case may be. Where the change is to a class of positions in the Mechanic Group or the Guard Group, it is subject to a prior showing of proper qualifications, and form 375, fully executed, should be submitted with the Department's request.

3. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Clerical, Administrative, and Fiscal Service. --

(a) To classes of positions in the following classification Groups:

Clerk Group
Stenographer Group
Typist Group
Clerk-Typist Group
Clerk-Stenographer Group

Promotions or personnel movements to these classes of positions will be by competitive promotion examination in the same manner and in accordance with the same general regulations as exist at present for promotion of subclerical employees to the clerical grades (CAF-1, CAF-2, etc.). The customary semi-annual departmental clerical promotion examinations will hereafter be open to Junior Messengers and Assistant Messengers and they will be in competition for promotion with all others in the same bureau on the same promotion register. Those who happen to be on an existing open competitive register for a class of positions in CAF 1 or CAF 2 may, at their option, have their eligibility transferred to the promotion register at the time such register is formed, instead of taking the promotion examination. This will, of course, cancel their eligibility on the open competitive register. Details of these departmental clerical promotion examinations are, of course, given in the semi-annual announcements. Such promotion examinations will next be held in May, 1925.

(b) To classes of positions in the following classification Groups:

Operator, Office Devices Group
Photographer Group
Office Draftsman Group

Personnel movements to classes in one of these Groups may be made noncompetitively after such test of fitness as the Commission may prescribe. Generally the age limits, mental tests and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

4. Personnel movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Subprofessional Service. -- Personnel movements to classes of positions in this Service may be made noncompetitively after the candidate passes such test of fitness as the Commission may prescribe. Generally the age limits, mental tests, and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

5. Proof of Legal Residence. -- Messenger boys and girls who are at present in the service will not at once be required to prove legal residence and will not be charged to the apportionment until they are proposed for a personnel change requiring action by the Commission. It is suggested that when such time occurs, the Department's request be accompanied by Form 1030, executed by the candidate.

6. Out-of Status Allocations. --

(a) Messenger boys or girls who, on or as of July 1, 1924, were allocated to any class of positions in Grades 1, 2, or 3 of the Custodial

Service will be considered as having a proper status for the positions to which so allocated and may receive any rate of pay within the grade to which allocated.

(b) However, messenger boys or girls who by virture of irregular assignments were allocated on or as of July 1, 1924, in classes of positions in the Clerical, Administrative, or Fiscal Service or in the Subprofessional Service, for which classes they have never qualified under the civil service rules, (while they may, under the Executive order of June 19, 1924 remain in the positions to which allocated and receive the initial rate of compensation as fixed July 1, 1924), are not entitled to salary increases that would render their total compensation in excess of the maximum amount to which they would have been entitled had they been allocated in accordance with their status, namely, $1,260, unless and until they qualify under the rules for the position to which allocated. See Comptroller General's Decision of December 9, 1924.

(c) To qualify properly for the classes of positions to which allocated, messenger boys or girls allocated to any class of positions in the Subprofessional Service or any class of positions in the Custodial Service in Grade 4 or higher, or any class of positions in the Operator, Office Devices Group, Photographer Group, or Office Draftsman Group of the Clerical, Administrative, and Fiscal Service may be given a proper status for the position to which allocated upon noncompetitive examination upon request of the Department at any time. (See paragraphs 2, 3 (b), and 4 herein).

(d) To qualify properly for out-of-status allocations to classes of positions in the Clerk Group, Typist Group, Stenographer Group, Clerk-Typist Group, or Clerk-Stenographer Group of the Clerical, Administrative, and Fiscal Service, messenger boys or girls must enter the semi-annual clerical promotion examination corresponding to the class to which allocated, and be reached for appointment on the appropriate bureau register. (See paragraph 3 (a) herein).

In order to eliminate from Paragraph 462 of the Administrative Regulations the reference that messenger boys, appointed subsequent to September 18, 1909, will not be eligible for promotion to the clerical or subclerical grades, that paragraph is hereby amended to read as follows:

> 462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYEES.- As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.
>
> A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving, No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

W. M. Jardine
Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 16, 1925.

MEMORANDUM NO. 524

Appointments Without Compensation.

The administrative regulations of this department are hereby amended by inserting, after paragraph 405, the following:

405.1 APPOINTMENT OF COLLABORATORS WITHOUT COMPENSATION.- Appointments of collaborators for services recognized and agreed to as gratuitous will be without compensation. Where an appointee is to perform a specific service, a definite remuneration will be indicated in the appointment paper and a title employed which shall properly describe the character of the contemplated service.

All bureaus employing collaborators will, on December 31 of each year, prepare lists thereof, with showing as to each name whether active service is being rendered or is in prospect. Such lists will be forwarded to the office of personnel; and where they indicate that appointments are properly terminable, recommendations to that effect will at the same time be separately transmitted to the Secretary.

In general, individuals engaged in commercial enterprises will not be considered for appointment as collaborators.

The regulation abolishes the so called "nominal compensation" in appointments for purely gratuitous service. More important than the direct economy effected by the change is the saving in the bureau accounting offices and in the disbursing office of material labor in the vouchering and recording of the salary payments and in the writing of checks. The theory of legal objection to unsalaried service, in which the practice of appointment with nominal compensation probably had its origin, is rejected by the Comptroller of the Treasury, who has held, 27 Comp. Dec., 132: "An appointment to serve without compensation which is accepted and properly recorded is not a violation of the statutory inhibition against acceptance of voluntary service, and is valid if otherwise lawful."

W M Jardine

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

Advise on F+BM
For consider

July 24, 1924.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

Recent occasion to consider a proposed dollar-a-year appointment in one of our bureaus led to discussion in my office of the whole subject of this class of appointments. This, with some inquiries, brought out certain facts which may interest you.

As you are well aware, the object of the dollar-a-year appointments is to confer the official status for various purposes. In the Extension Service, where these appointments are most numerous, the object is the franking privilege. Elsewhere it may be to enable the employee to wear a departmental badge. The provision for a dollar a year seems to rest on the idea that some compensation must be named to legalize the employment in view of the anti-voluntary-service law. This idea, however, is quite mistaken as witness the following language in 27 Comp. Dec., 132:

> Section 3679, Revised Statutes, as amended by the act of February 27, 1906, 34 Stat., 49, provides:
>
> > " * * *. Nor shall any department or any officer of the Government accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in cases of sudden emergency involving the loss of human life or the destruction of property."
>
> This office formerly held and expressed the view that this statute was designed to prevent equitable claims arising against the Government through acceptance of voluntary service, or service for which no fixed and definite compensation was provided, but an appointment to serve without compensation does not directly involve a question of payment to be made and the question as to the legality and validity of such an appointment was thought to be one properly for submission to the Attorney General for opinion. 19 Comp.,Dec., 160.
>
> The Attorney General held that the words "voluntary service" used in this statute were not intended to be synonymous with "gratuitous service" and were not

> intended to cover services rendered in an official capacity under regular appointment to an office otherwise permitted by law to be nonsalaried. 30 Op. Att. Gen., 51.
>
> This opinion states correctly the general scope and effect of the statute, which was intended to guard against claims for compensation. A service offered clearly and distinctly as gratuitous with a proper record made of that fact does not violate this statute against acceptance of voluntary service. An appointment to serve without compensation which is accepted and properly recorded is not a violation of the statutory inhibition against acceptance of voluntary service, and is valid if otherwise lawful.

We have, ourselves, followed this doctrine in several cases by making appointments absolutely without compensation. There are cases in Biological Survey and in at least one or two other bureaus.

Since the nominal compensation is not necessary, why should it continue to form a feature of our gratuitous service appointments? Mr. Singleton, in whose office are handled the records of some 1,245 of these dollar-a-year appointments now current in Extension, tells me that he would be delighted at the abolition of this nominal salary. The payment of the dollar annually necessitates a mass of card records and other papers. In the Disbursing Office, too, checks must be drawn and card records made. Taking into account all of the appointments of this class now current in the department, the volume of clerical work attached to the payments, if not considerable is, at least, by no means negligible.

Mr. Gladmon sees one objection only to the elimination of the dollar compensation. He fears that the bureaus might fall into the habit of making these appointments on their own authority without securing formal appointment over Secretary's signature and record in the Secretary's Personnel Office. He does not consider this altogether a grave danger, merely a possibility which should be taken into account. For my part, however, I can not see that the department should be deterred from taking a step otherwise desirable on the mere theory that possibly bureaus would be careless in their procedure. The matter of formal appointment and record is one which could easily be checked up from time to time if that were necessary, though I see no reason to doubt that the bureaus could be counted upon to carry out so simple a procedure as is here involved.

I think [illegible] should be required to pay [illegible] than $1.00 a year [illegible]

Are you [illegible] B

Let me, therefore, offer the suggestion that, if you deem it worth while, steps be taken to place in the proper channel for consideration the question of abolition of the nominal compensation in our gratuitous service appointments.

Very truly yours,

Alex. McC. Ashley

Chief Inspector.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

March 11, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

In accordance with your request, the Advisory Committee on Finance and Business Methods has considered Mr. Ashley's communication of July 24, 1924, to you, relating to collaborators. Attached hereto is a proposed memorandum on the subject of appointments of collaborators without compensation, which also provides for the insertion of a new paragraph in the Administrative Regulations on the subject. The reasons for the amendment are set forth in the memorandum itself. The memorandum has been passed upon by the Solicitor of the Department and bears his initials.

The Committee therefore recommends that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

A Gappone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

7-E10

signature

Form A-69,
Feb., 1925.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C.

IB:IM

February 11, 1925.

SUBJECT: Apportionment of messenger boys and messenger girls, and procedure in promotions, changes of designation, etc., of messenger boys and girls in the Departmental Service.

To Heads of Departments and Independent Establishments:

Enclosed is a copy of the Executive Order of January 28, 1925, placing the positions of messenger boy and messenger girl in the apportioned service and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Commission may prescribe.

In general, the same procedure in promotions,* changes of designation, transfers, reinstatements, etc., of messenger boys and girls will be followed as for other employees with a subclerical status. Also, in general, messenger boys or girls who are nominated for promotion should meet the same mental or other requirements as are prescribed in open competitive examinations for the class of positions to which promotion is proposed.

The following types of cases will arise most frequently and therefore warrant special comment.

1. Personnel Movements from Junior Messenger, Cu-1-1, to Assistant Messenger, Cu-2-1. -- This change may be made after prior approval of the Commission without further written examination, after the Junior Messenger has completed his six months' probationary period.

2. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to other classes of positions in the Custodial Service. -- Changes of this type, e.g., to Messenger, Cu-3-1, Senior (Skilled) Laborer, Cu-3-2, Subordinate Mechanic, Cu-2-3, Minor Mechanic, Cu-3-3, may be made after prior approval of the Commission without further written examination, provided that at the time the change is to take effect, the candidate has passed his eighteenth birthday. Of course, he must also have successfully completed his probationary period as Junior or Assistant Messanger, as the case may be. Where the change is to a class of positions in the Mechanic Group or the Guard Group, it is subject to a

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* The word "promotion" as used herein means an advancement from one class of positions to a higher class of positions. It should not be confused with a "salary increase" within the range of pay for a class. A promotion may or may not involve a salary increase.

prior showing of proper qualifications, and form 375, fully executed, should be submitted with the Department's request.

3. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Clerical, Administrative, and Fiscal Service. --

(a) To classes of positions in the following classification Groups:

Clerk Group
Stenographer Group
Typist Group
Clerk-Typist Group
Clerk-Stenographer Group

Promotions or personnel movements to these classes of positions will be by competitive promotion examination in the same manner and in accordance with the same general regulations as exist at present for promotion of subclerical employees to the clerical grades (CAF 1, CAF 2, etc.). The customary semi-annual departmental clerical promotion examinations will hereafter be open to Junior Messengers and Assistant Messengers and they will be in competition for promotion with all others in the same bureau on the same promotion register. Those who happen to be on an existing open competitive register for a class of positions in CAF 1 or CAF 2 may, at their option, have their eligibility transferred to the promotion register at the time such register is formed, instead of taking the promotion examination. This will, of course, cancel their eligibility on the open competitive register. Details of these departmental clerical promotion examinations are, of course, given in the semi-annual announcements. The next such promotion examinations will be held in May, 1925.

(b) To classes of positions in the following classification Groups:

Operator, Office Devices Group
Photographer Group
Office Draftsman Group

Personnel movements to classes in one of these Groups may be made noncompetitively after such test of fitness as the Commission may prescribe. Generally the age limits, mental tests and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

4. Personnel movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Subprofessional Service.-- Personnel movements to classes of positions in this Service may be made noncompetitively after the candidate passes such test of fitness as the Commission may prescribe. Generally the age limits, mental tests, and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

5. Proof of Legal Residence.-- Messenger boys and girls who are at present in the service will not at once be required to prove legal residence and will not be charged to the apportionment until they are proposed for a personnel change requiring action by the Commission. It is suggested that when such time occurs, the Department's request be accompanied by Form 1030, executed by the candidate.

6. Out-of-Status Allocations.--

(a) Messenger boys or girls who, on or as of July 1, 1924, were allocated to any class of positions in Grades 1, 2, or 3 of the Custodial Service will be considered as having a proper status for the positions to which so allocated and may receive any rate of pay within the grade to which allocated.

(b) However, messenger boys or girls who by virtue of irregular assignments were allocated on or as of July 1, 1924, in classes of positions in the Clerical, Administrative, or Fiscal Service or in the Subprofessional Service, for which classes they have never qualified under the civil service rules, (while they may, under the Executive order of June 19, 1924, remain in the positions to which allocated and receive the initial rate of compensation as fixed July 1, 1924), are not entitled to salary increases that would render their total compensation in excess of the maximum amount to which they would have been entitled had they been allocated in accordance with their status, namely, $1,260, unless and until they qualify under the rules for the position to which allocated. See Comptroller General's Decision of December 9, 1924.

(c) To qualify properly for the classes of positions to which allocated, messenger boys or girls allocated to any class of positions in the Subprofessional Service or any class of positions in the Custodial Service in Grade 4 or higher, or any class of positions in the Operator, Office Devices Group, Photographer Group, or Office Draftsman Group of the Clerical, Administrative, and Fiscal Service, may be given a proper status for the position to which allocated upon noncompetitive examination upon request of the Department at any time. (See paragraphs 2, 3 (b), and 4 herein).

(d) To qualify properly for out-of-status allocations to classes of positions in the Clerk Group, Typist Group, Stenographer Group, Clerk-Typist Group, or Clerk-Stenographer Group of the Clerical, Administrative, and Fiscal Service, messenger boys or girls must enter the semi-annual clerical promotion examination corresponding to the class to which allocated, and be reached for appointment on the appropriate bureau register. (See paragraph 3 (a) herein.)

By direction of the Commission:

Very respectfully,

JOHN T. DOYLE,

2-11-25 Secretary.

Form A-69,
Feb., 1925.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C.

IB:IM

February 11, 1925.

SUBJECT: Apportionment of messenger boys and messenger girls, and procedure in promotions, changes of designation, etc., of messenger boys and girls in the Departmental Service.

To Heads of Departments and Independent Establishments:

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Operator, Office Devices Group
Photographer Group
Office Draftsman Group

Personnel movements to classes in one of these Groups may be made noncompetitively after such test of fitness as the Commission may prescribe. Generally the age limits, mental tests and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

4. Personnel movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Subprofessional Service.-- Personnel movements to classes of positions in this Service may be made noncompetitively after the candidate passes such test of fitness as the Commission may prescribe. Generally the age limits, mental tests, and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

5. Proof of Legal Residence.-- Messenger boys and girls who are at present in the service will not at once be required to prove legal residence and will not be charged to the apportionment until they are proposed for a personnel change requiring action by the Commission. It is suggested that when such time occurs, the Department's request be accompanied by Form 1030, executed by the candidate.

6. Out-of-Status Allocations.--

(a) Messenger boys or girls who, on or as of July 1, 1924, were allocated to any class of positions in Grades 1, 2, or 3 of the Custodial Service will be considered as having a proper status for the positions to which so allocated and may receive any rate of pay within the grade to which allocated.

(b) However, messenger boys or girls who by virtue of irregular assignments were allocated on or as of July 1, 1924, in classes of positions in the Clerical, Administrative, or Fiscal Service or in the Subprofessional Service, for which classes they have never qualified under the civil service rules, (while they may, under the Executive order of June 19, 1924, remain in the positions to which allocated and receive the initial rate of compensation as fixed July 1, 1924), are not entitled to salary increases that would render their total compensation in excess of the maximum amount to which they would have been entitled had they been allocated in accordance with their status, namely, $1,260, unless and until they qualify under the rules for the position to which allocated. See Comptroller General's Decision of December 9, 1924.

(c) To qualify properly for the classes of positions to which allocated, messenger boys or girls allocated to any class of positions in the Subprofessional Service or any class of positions in the Custodial Service in Grade 4 or higher, or any class of positions in the Operator, Office Devices Group, Photographer Group, or Office Draftsman Group of the Clerical, Administrative, and Fiscal Service, may be given a proper status for the position to which allocated upon noncompetitive examination upon request of the Department at any time. (See paragraphs 2, 3 (b), and 4 herein).

(d) To qualify properly for out-of-status allocations to classes of positions in the Clerk Group, Typist Group, Stenographer Group, Clerk-Typist Group, or Clerk-Stenographer Group of the Clerical, Administrative, and Fiscal Service, messenger boys or girls must enter the semi-annual clerical promotion examination corresponding to the class to which allocated, and be reached for appointment on the appropriate bureau register. (See paragraph 3 (a) herein.)

By direction of the Commission:

Very respectfully,

JOHN T. DOYLE,

2-11-25

Secretary.

February 21, 1925.

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MEMORANDUM FOR THE CHAIRMAN,
ADVISORY COMMITTEE ON FINANCE AND BUSINESS METHODS

Dear Mr. Zappone:

On January 28, 1925, the President signed an Executive Order placing the positions of Messenger Boy and Messenger Girl in the apportioned service, and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Commission may prescribe. This order will necessitate an amendment to Paragraph 462 of the Administrative Regulations.

It is recommended that your committee take the necessary action amending Paragraph 462, which, after amendment would read as follows:

> "As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.
>
> "A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained."

As you will see, the effect of this amendment is to eliminate the reference that Messenger Boys, appointed subsequent to September 18, 1909, will not be eligible for promotion to the clerical or subclerical grades.

Very truly yours,

P. L. Gladmon

Chief Personnel Officer.

Page 5

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

March 10, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Herewith proposed amendment to paragraph 462 of the Administrative Regulations, relating to Promotion of Clerical and Subclerical Employees. The reason for the amendment is set forth in the memorandum itself, and is the result of the recent Executive Order placing messenger boys and messenger girls in the apportioned service and rendering them eligible for promotion to apportioned positions upon such test of fitness as the Civil Service Commission may prescribe.

The Advisory Committee on Finance and Business Methods recommends that the attached memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

WWS
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Very respectfully,

A Gappone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 462 of the Administrative Regulations is hereby amended to read as follows:

462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYEES.- As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.

A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

On January 28, 1925, the President signed an Executive Order placing the positions of messenger boy and messenger girl in the apportioned service, and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Civil Service Commission may prescribe. The effect of the above amendment is to eliminate the reference that messenger boys, appointed subsequent to September 18, 1909, will not be eligible for promotion to the clerical or subclerical grades.

Secretary.

No.

Amendment to the Administrative Regulations.

Paragraph 4.02 of the Administrative Regulations is hereby amended to read as follows:

"As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled [illegible] when the regulatory qualifications are not to be found in clerks who would otherwise be eligible for promotion.

A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained."

On January 30, 1935, the President signed an Executive Order limiting the positions of messenger boy and messenger girl in the unclassified service, and regulating the transfer of such positions eligible for promotion to unclassified positions upon such test of fitness as the Civil Service Commission may prescribe. The effect of the above amendment is to eliminate the references that messenger boys, appointed subsequent to September 16, 1935, will not be eligible for promotion to the clerical or subclerical grades.

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 462 of the Administrative Regulations is hereby amended to read as follows:

> 462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYEES.- As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.
>
> A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

On January 28, 1925, the President signed an Executive Order placing the positions of messenger boy and messenger girl in the apportioned service, and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Civil Service Commission may prescribe. The effect of the above amendment is to eliminate the reference that messenger boys, appointed subsequent to September 18, 1909, will not be eligible for promotion to the clerical or subclerical grades.

Secretary.

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 462 of the Administrative Regulations is hereby amended to read as follows:

462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYEES.-
As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.
A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

On January 28, 1925, the President signed an Executive Order placing the positions of messenger boy and messenger girl in the competitive service, and requesting the issuance of such positions eligible for promotion to supervisory positions upon such test of fitness as the Civil Service Commission may prescribe. The effect of the above amendment is to eliminate the reference that messenger boys, appointed subsequent to September 18, 1908, will not be eligible for promotion to the clerical or subclerical grades.

Secretary.

462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYEES.- As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.

A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

[Messenger boys appointed for service in Washington, D. C., subsequent to September 18, 1909, when this position was taken out of the apportioned service, are not eligible for promotion to the clerical or subclerical grades. Any Civil-service examination which they may pass for the "apportioned" service, therefore, will not be considered as a promotion examination, but as an examination for original appointment.]

Omitted matter in heavy brackets [ ].

462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYES.-
As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.

A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

Messenger boys appointed for service in Washington, D. C., subsequent to September 15, 1906, when this position was taken out of the apportioned service, are not eligible for promotion to the clerical or subclerical grades. Any Civil-service examination which they may pass for the "apportioned" service, therefore, will not be considered as a promotion examination, but as an examination for original appointment.

Entitled rather in heavy brackets .

EXECUTIVE ORDER.

Civil Service Rule VII, section 2, is amended by striking out the words "messenger boy, messenger girl" in the second paragraph and by substituting the words "General Accounting Office" for the words "Office of the Auditor for the Post Office Department." As amended paragraph five will read as follows:

> In the General Accounting Office: Operatives for the audit of accounts and vouchers for the Postal Service by means of labor-saving devices.

Section 6, Rule XI, will accordingly be amended to read as follows:

> 6. Operatives in the General Accounting Office for the audit of accounts and vouchers of the Postal Service by means of labor-saving devices, appointed without regard to the apportionment, shall not be promoted or transferred to apportioned positions, whether they are residents of States or Territories which are entitled to appointments to apportioned positions, or not, and said operatives shall not be assigned to other work.

These amendments have the effect of placing the positions of messenger boy and messenger girl in all departments and independent offices in the apportioned service and of rendering the incumbents of such positions eligible for promotion to apportioned positions upon such tests of fitness as the Civil Service Commission may prescribe. The title, "Office of the Auditor for the Post Office Department," has been changed to "General Accounting Office" to conform to the present name of the organization performing the work referred to in the Rules.

CALVIN COOLIDGE

The White House,
January 28, 1925.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 28, 1925.

MEMORANDUM NO. 525

Messenger Boys and Messenger Girls Placed
in the Apportioned Departmental Service.

The attention of the various bureaus and offices of the Department is invited to an Executive Order, dated January 28, 1925, which has the effect of placing the positions of Messenger Boy and Messenger Girl in the apportioned Departmental service and of rendering the incumbents of such positions eligible for promotion upon such test of fitness as the Civil Service Commission may prescribe. In this connection the Civil Service Commission has outlined the following procedure for promotions, changes of designation, transfers, reinstatements, etc., of Messenger Boys and Girls:

1. Personnel Movements from Junior Messenger, Cu-1-1, to Assistant Messenger, Cu-2-1. -- This change may be made after prior approval of the Commission without further written examination, after the Junior Messenger has completed his six months' probationary period.

2. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to other classes of positions in the Custodial Service. -- Changes of this type, e.g., to Messenger, Cu-3-1, Senior (Skilled) Laborer, Cu-3-2, Subordinate Mechanic, Cu-2-3, Minor Mechanic, Cu-3-3, may be made after prior approval of the Commission without further written examination, provided that at the time the change is to take effect, the candidate has passed his eighteenth birthday. Of course, he must also have successfully completed his probationary period as Junior or Assistant Messenger, as the case may be. Where the change is to a class of positions in the Mechanic Group or the Guard Group, it is subject to a prior showing of proper qualifications, and form 375, fully executed, should be submitted with the Department's request.

3. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Clerical, Administrative, and Fiscal Service. --

(a) To classes of positions in the following classification Groups:

Clerk Group
Stenographer Group
Typist Group
Clerk-Typist Group
Clerk-Stenographer Group

Promotions or personnel movements to these classes of positions will be by competitive promotion examination in the same manner and in accordance with the same general regulations as exist at present for promotion of subclerical employees to the clerical grades (CAF-1, CAF-2, etc.). The customary semi-annual departmental clerical promotion examinations will hereafter be open to Junior Messengers and Assistant Messengers and they will be in competition for promotion with all others in the same bureau on the same promotion register. Those who happen to be on an existing open competitive register for a class of positions in CAF 1 or CAF 2 may, at their option, have their eligibility transferred to the promotion register at the time such register is formed, instead of taking the promotion examination. This will, of course, cancel their eligibility on the open competitive register. Details of these departmental clerical promotion examinations are, of course, given in the semi-annual announcements. Such promotion examinations will next be held in May, 1925.

(b) To classes of positions in the following classification Groups:

Operator, Office Devices Group
Photographer Group
Office Draftsman Group

Personnel movements to classes in one of these Groups may be made noncompetitively after such test of fitness as the Commission may prescribe. Generally the age limits, mental tests and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

4. Personnel movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Subprofessional Service. -- Personnel movements to classes of positions in this Service may be made noncompetitively after the candidate passes such test of fitness as the Commission may prescribe. Generally the age limits, mental tests, and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

5. Proof of Legal Residence. -- Messenger boys and girls who are at present in the service will not at once be required to prove legal residence and will not be charged to the apportionment until they are proposed for a personnel change requiring action by the Commission. It is suggested that when such time occurs, the Department's request be accompanied by Form 1030, executed by the candidate.

6. Out-of-Status Allocations. --

(a) Messenger boys or girls who, on or as of July 1, 1924, were allocated to any class of positions in Grades 1, 2, or 3 of the Custodial

Service will be considered as having a proper status for the positions to which so allocated and may receive any rate of pay within the grade to which allocated.

(b) However, messenger boys or girls who by virtue of irregular assignments were allocated on or as of July 1, 1924, in classes of positions in the Clerical, Administrative, or Fiscal Service or in the Subprofessional Service, for which classes they have never qualified under the civil service rules, (while they may, under the Executive order of June 19, 1924, remain in the positions to which allocated and receive the initial rate of compensation as fixed July 1, 1924), are not entitled to salary increases that would render their total compensation in excess of the maximum amount to which they would have been entitled had they been allocated in accordance with their status, namely, $1,260, unless and until they qualify under the rules for the position to which allocated. See Comptroller General's Decision of December 9, 1924.

(c) To qualify properly for the classes of positions to which allocated, messenger boys or girls allocated to any class of positions in the Subprofessional Service or any class of positions in the Custodial Service in Grade 4 or higher, or any class of positions in the Operator, Office Devices Group, Photographer Group, or Office Draftsman Group of the Clerical, Administrative, and Fiscal Service, may be given a proper status for the position to which allocated upon noncompetitive examination upon request of the Department at any time. (See paragraphs 2, 3 (b), and 4 herein).

(d) To qualify properly for out-of-status allocations to classes of positions in the Clerk Group, Typist Group, Stenographer Group, Clerk-Typist Group, or Clerk-Stenographer Group of the Clerical, Administrative, and Fiscal Service, messenger boys or girls must enter the semi-annual clerical promotion examination corresponding to the class to which allocated, and be reached for appointment on the appropriate bureau register. (See paragraph 3 (a) herein.)

In order to eliminate from Paragraph 462 of the Administrative Regulations the reference that messenger boys, appointed subsequent to September 18, 1909, will not be eligible for promotion to the clerical or subclerical grades, that paragraph is hereby amended to read as follows:

> 462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYEES.- As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.
>
> A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

W W Jardine

Secretary.

MEMORANDUM NO.

Messenger Boys and Messenger Girls placed
in the apportioned Departmental service.

The attention of the various bureaus and offices of the Department is invited to an Executive Order, dated January 28, 1925, which has the effect of placing the positions of Messenger Boy and Messenger Girl in the apportioned Departmental service and of rendering the incumbents of such positions eligible for promotion upon such test of fitness as the Civil Service Commission may prescribe. In this connection the Civil Service Commission has outlined the following procedure for promotions, changes of designation, transfers, reinstatements, etc., of Messenger Boys and Girls:

1. Personnel Movements from Junior Messenger, Cu-1-1, to Assistant Messenger, Cu-2-1. -- This change may be made after prior approval of the Commission without further written examination, after the Junior Messenger has completed his six months' probationary period.

2. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to other classes of positions in the Custodial Service. --Changes of this type, e.g., to Messenger, Cu-3-1, Senior (Skilled) Laborer, Cu-3-2, Subordinate Mechanic, Cu-2-3, Minor Mechanic, Cu-3-3, may be made after prior approval of the Commission without further written examination, provided that at the time the change is to take effect, the candidate has passed his eighteenth birthday. Of course, he must also have successfully completed his probationary period as Junior or Assistant Messenger, as the case may be. Where the change is to a class of positions in the Mechanic Group or the Guard Group, it is subject to a prior showing of proper qualifications, and form 375, fully executed, should be submitted with the Department's request.

3. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Clerical, Administrative, and Fiscal Service. --

(a) To classes of positions in the following classification Groups:

Clerk Group
Stenographer Group
Typist Group
Clerk-Typist Group
Clerk-Stenographer Group

Promotions or personnel movements to these classes of positions will be by competitive promotion examination in the same manner and in accordance with the same general regulations as exist at present for promotion of subclerical employees to the clerical grades (CAF-1, CAF-2, etc.). The customary semi-annual departmental clerical promotion examinations will hereafter be open to Junior Messengers and Assistant Messengers and they will be in competition for promotion with all others in the same bureau on the same promotion register. Those who happen to be on an existing open competitive register for a class of positions in CAF 1 or CAF 2 may, at their option, have their eligibility transferred to the promotion register at the time such register is formed, instead of taking the promotion examination. This will, of course, cancel their eligibility on the open competitive register. Details of these departmental clerical promotion examinations are, of course, given in the semi-annual announcements. The next such promotion examinations will be held in May, 1925.

(b) To classes of positions in the following classification Groups:

Operator, Office Devices Group
Photographer Group
Office Draftsman Group

Personnel movements to classes in one of these Groups may be made noncompetitively after such test of fitness as the Commission may prescribe. Generally the age limits, mental tests and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

4. Personnel movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Subprofessional Service. -- Personnel movements to classes of positions in this Service may be made noncompetitively after the candidate passes such test of fitness as the Commission may prescribe. Generally the age limits, mental tests, and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

5. Proof of Legal Residence. -- Messenger boys and girls who are at present in the service will not at once be required to prove legal residence and will not be charged to the apportionment until they are proposed for a personnel change requiring action by the Commission. It is suggested that when such time occurs, the Department's request be accompanied by Form 1030, executed by the candidate.

6. Out-of-Status Allocations.--

(a) Messenger boys or girls who, on or as of July 1, 1924, were allocated to any class of positions in Grades 1, 2, or 3 of the Custodial

Service will be considered as having a proper status for the positions to which so allocated and may receive any rate of pay within the grade to which allocated.

(b) However, messenger boys or girls who by virtue of irregular assignments were allocated on or as of July 1, 1924, in classes of positions in the Clerical, Administrative, or Fiscal Service or in the Subprofessional Service, for which classes they have never qualified under the civil service rules, (while they may, under the Executive order of June 19, 1924, remain in the positions to which allocated and receive the initial rate of compensation as fixed July 1, 1924), are not entitled to salary increases that would render their total compensation in excess of the maximum amount to which they would have been entitled had they been allocated in accordance with their status, namely, $1,260, unless and until they qualify under the rules for the position to which allocated. See Comptroller General's Decision of December 9, 1924.

(c) To qualify properly for the classes of positions to which allocated, messenger boys or girls allocated to any class of positions in the Subprofessional Service or any class of positions in the Custodial Service in Grade 4 or higher, or any class of positions in the Operator, Office Devices Group, Photographer Group, or Office Draftsman Group of the Clerical, Administrative, and Fiscal Service, may be given a proper status for the position to which allocated upon noncompetitive examination upon request of the Department at any time. (See paragraphs 2, 3 (b), and 4 herein).

(d) To qualify properly for out-of-status allocations to classes of positions in the Clerk Group, Typist Group, Stenographer Group, Clerk-Typist Group, or Clerk-Stenographer Group of the Clerical, Administrative, and Fiscal Service, messenger boys or girls must enter the semi-annual clerical promotion examination corresponding to the class to which allocated, and be reached for appointment on the appropriate bureau register. (See paragraph 3 (a) herein.)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

February 20, 1925.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

Herewith is a proposed memorandum regarding the application of the Executive Order of January 28, 1925, placing Messenger Boys and Messenger Girls in the apportioned service. As you will see it is rather a lengthy memorandum and at first glance it appears desirable to condense it. I have tried to boil it down, but, after several attempts, came to the conclusion that in order to effectively and completely bring out all the facts it is advisable to give such detailed information as outlined in the proposed memorandum. In my opinion this is a matter of great importance to the entire Department in Washington and I am heartily in favor of giving it wide publicity through a Secretary's memorandum which should be as comprehensive as possible.

Very truly yours,

P. L. Gladwin

Chief Personnel Officer.

(Enclosure)

Form A-69,
Feb., 1925.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C.

IB:IM

February 11, 1925.

SUBJECT: Apportionment of messenger boys and messenger girls, and procedure in promotions, changes of designation, etc., of messenger boys and girls in the Departmental Service.

To Heads of Departments and Independent Establishments:

Enclosed is a copy of the Executive Order of January 28, 1925, placing the positions of messenger boy and messenger girl in the apportioned service and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Commission may prescribe.

In general, the same procedure in promotions,* changes of designation, transfers, reinstatements, etc., of messenger boys and girls will be followed as for other employees with a subclerical status. Also, in general, messenger boys or girls who are nominated for promotion should meet the same mental or other requirements as are prescribed in open competitive examinations for the class of positions to which promotion is proposed.

The following types of cases will arise most frequently and therefore warrant special comment.

1. Personnel Movements from Junior Messenger, Cu-1-1, to Assistant Messenger, Cu-2-1. -- This change may be made after prior approval of the Commission without further written examination, after the Junior Messenger has completed his six months' probationary period.

2. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to other classes of positions in the Custodial Service. -- Changes of this type, e.g., to Messenger, Cu-3-1, Senior (Skilled) Laborer, Cu-3-2, Subordinate Mechanic, Cu-2-3, Minor Mechanic, Cu-3-3, may be made after prior approval of the Commission without further written examination, provided that at the time the change is to take effect, the candidate has passed his eighteenth birthday. Of course, he must also have successfully completed his probationary period as Junior or Assistant Messanger, as the case may be. Where the change is to a class of positions in the Mechanic Group or the Guard Group, it is subject to a

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* The word "promotion" as used herein means an advancement from one class of positions to a higher class of positions. It should not be confused with a "salary increase" within the range of pay for a class. A promotion may or may not involve a salary increase.

prior showing of proper qualifications, and form 375, fully executed, should be submitted with the Department's request.

3. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Clerical, Administrative, and Fiscal Service. --

(a) To classes of positions in the following classification Groups:

Clerk Group
Stenographer Group
Typist Group
Clerk-Typist Group
Clerk-Stenographer Group

Promotions or personnel movements to these classes of positions will be by competitive promotion examination in the same manner and in accordance with the same general regulations as exist at present for promotion of subclerical employees to the clerical grades (CAF 1, CAF 2, etc.). The customary semi-annual departmental clerical promotion examinations will hereafter be open to Junior Messengers and Assistant Messengers and they will be in competition for promotion with all others in the same bureau on the same promotion register. Those who happen to be on an existing open competitive register for a class of positions in CAF 1 or CAF 2 may, at their option, have their eligibility transferred to the promotion register at the time such register is formed, instead of taking the promotion examination. This will, of course, cancel their eligibility on the open competitive register. Details of these departmental clerical promotion examinations are, of course, given in the semi-annual announcements. The next such promotion examinations will be held in May, 1925.

(b) To classes of positions in the following classification Groups:

Operator, Office Devices Group
Photographer Group
Office Draftsman Group

Personnel movements to classes in one of these Groups may be made noncompetitively after such test of fitness as the Commission may prescribe. Generally the age limits, mental tests and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

4. Personnel movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Subprofessional Service.-- Personnel movements to classes of positions in this Service may be made noncompetitively after the candidate passes such test of fitness as the Commission may prescribe. Generally the age limits, mental tests, and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

5. Proof of Legal Residence.-- Messenger boys and girls who are at present in the service will not at once be required to prove legal residence and will not be charged to the apportionment until they are proposed for a personnel change requiring action by the Commission. It is suggested that when such time occurs, the Department's request be accompanied by Form 1030, executed by the candidate.

6. Out-of-Status Allocations.--

(a) Messenger boys or girls who, on or as of July 1, 1924, were allocated to any class of positions in Grades 1, 2, or 3 of the Custodial Service will be considered as having a proper status for the positions to which so allocated and may receive any rate of pay within the grade to which allocated.

(b) However, messenger boys or girls who by virtue of irregular assignments were allocated on or as of July 1, 1924, in classes of positions in the Clerical, Administrative, or Fiscal Service or in the Subprofessional Service, for which classes they have never qualified under the civil service rules, (while they may, under the Executive order of June 19, 1924, remain in the positions to which allocated and receive the initial rate of compensation as fixed July 1, 1924), are not entitled to salary increases that would render their total compensation in excess of the maximum amount to which they would have been entitled had they been allocated in accordance with their status, namely, $1,260, unless and until they qualify under the rules for the position to which allocated. See Comptroller General's Decision of December 9, 1924.

(c) To qualify properly for the classes of positions to which allocated, messenger boys or girls allocated to any class of positions in the Subprofessional Service or any class of positions in the Custodial Service in Grade 4 or higher, or any class of positions in the Operator, Office Devices Group, Photographer Group, or Office Draftsman Group of the Clerical, Administrative, and Fiscal Service, may be given a proper status for the position to which allocated upon noncompetitive examination upon request of the Department at any time. (See paragraphs 2, 3 (b), and 4 herein).

(d) To qualify properly for out-of-status allocations to classes of positions in the Clerk Group, Typist Group, Stenographer Group, Clerk-Typist Group, or Clerk-Stenographer Group of the Clerical, Administrative, and Fiscal Service, messenger boys or girls must enter the semi-annual clerical promotion examination corresponding to the class to which allocated, and be reached for appointment on the appropriate bureau register. (See paragraph 3 (a) herein.)

By direction of the Commission:

Very respectfully,

JOHN T. DOYLE,

Secretary.

2-11-25

EXECUTIVE ORDER.

Civil Service Rule VII, section 2, is amended by striking out the words "messenger boy, messenger girl" in the second paragraph and by substituting the words "General Accounting Office" for the words "Office of the Auditor for the Post Office Department." As amended paragraph five will read as follows:

> In the General Accounting Office: Operatives for the audit of accounts and vouchers for the Postal Service by means of labor-saving devices.

Section 6, Rule XI, will accordingly be amended to read as follows:

> 6. Operatives in the General Accounting Office for the audit of accounts and vouchers of the Postal Service by means of labor-saving devices, appointed without regard to the apportionment, shall not be promoted or transferred to apportioned positions, whether they are residents of States or Territories which are entitled to appointments to apportioned positions, or not, and said operatives shall not be assigned to other work.

These amendments have the effect of placing the positions of messenger boy and messenger girl in all departments and independent offices in the apportioned service and of rendering the incumbents of such positions eligible for promotion to apportioned positions upon such tests of fitness as the Civil Service Commission may prescribe. The title, "Office of the Auditor for the Post Office Department," has been changed to "General Accounting Office" to conform to the present name of the organization performing the work referred to in the Rules.

CALVIN COOLIDGE

The White House,
January 28, 1925.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 28, 1925.

MEMORANDUM No. 526

Amendments to the Fiscal Regulations.

Paragraphs 14 and 15 of the Fiscal Regulations of the Department are hereby amended to read as follows:

14. AFFIDAVITS AND ACKNOWLEDGMENTS IN CONNECTION WITH PROSECUTIONS.- Oaths, affidavits and acknowledgments[1] for use in any prosecution or proceeding under or in the enforcement of any law committed to the Secretary or the Department, or any bureau or subdivision thereof, for administration, shall, whenever practicable, be administered or taken by or before an employee of the Department, designated by the Secretary, and any such oath, affirmation or affidavit when certified under such employee's hand and authenticated by the seal of the Department of Agriculture may be offered or used in any court of the United States and has like force and effect as if administered or taken before a clerk of such court, without further proof of the identity or authority of such officer, agent or employee, but no officer, agent or employee of the Department shall demand or accept any fee or compensation whatever for the above service. When no such designated officer, agent or employee of the Department is available, oaths, affidavits and acknowledgments should be executed (a) before a clerk of a United States court; (b) before a United States commissioner; (c) before a notary public; or (d) before a justice of the peace having authority to administer the same, preference being given to the officials in the order named. When executed before an officer not having a seal, a certificate from the clerk of the court or other officer having charge of the records of the appointment or election of the officer before whom the oath, affidavit or acknowledgment is executed should be attached. When it is necessary to appear before a notary public or justice of the peace, notarial or justice of the peace fees will be allowed if not in excess of the legal rate authorized by the State laws at the time of the service. Payment of fees should not be made to clerks of United States courts or to United States commissioners, as these officers take credit for such services in stating their fee accounts against the United States and no reimbursement will be made to departmental employees for such fees.

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1. Before me, _____ _____, an employee of the Department of Agriculture of the United States designated by the Secretary of Agriculture under authority of the Act of January 31, 1925 (Public 356 - 68th Congress), personally appeared _____ _____, who deposes and says:

_____

Subscribed and sworn to before me at _____ on this _____ day of _____, 19__.

_____
Employee of the Dept. of Agriculture
designated under Act of January 31, 1925.

Amendments to the Penal Regulations:

Paragraphs 14 and 15 of the Penal Regulations of the Department are hereby amended to read as follows:

14. AUTHORIZED ACT AND AUTHORIZED I

Proceedings under or in the enforcement of any law committed to the [illegible] or the Department, or any [illegible] or authorized [illegible], administration, shall, whenever practicable, be authenticated or taken by or before an employee of the Department, designated by the Secretary, [illegible]

[illegible] to offered or used in any court of the United States and [illegible] like force and effect as if authenticated or taken before a [illegible] of such court, without further proof of the identity or authority of such officer, agent or employee, but no officer, agent or employee of the Department shall demand or accept any fee or remuneration [illegible]

[illegible] (a) [illegible] (b) before a United States commissioner; (c) before a notary [illegible]

[illegible] order issued. When executed before an officer not having a seal, a certificate from the clerk of the court or other officer having [illegible]

[illegible] of the place, notarial or judicial of the proper fees will [illegible] not in excess of the legal rate authorized by the State [illegible]

[illegible] of United States courts or to United States commissioners, [illegible] officers take receipt for such services in stating their fee accounts against the United States and no reimbursement will be made to departmental employees for such fees.

I, Before me, _____, an employee of the Department [illegible]

[illegible] _____ [illegible]

[illegible]

[illegible]

Issue of the Dept. of Agriculture

PERSONAL SERVICES

15. APPOINTMENT AND OATH OF OFFICE.- Except temporary assistants and laborers outside of Washington employed, subject to civil-service rules, under letters of authority every person entering the service of the Department will be appointed by the Secretary, and the rate of compensation, if any, will be specified. In no circumstances will an appointment be issued the compensation under which is payable from the contingent fund of the Department, nor will an appointment be issued under any appropriation for service in the District of Columbia unless such appropriation contains specific authority for employment in the District of Columbia. An oath of office[1] must be executed and filed[2] with the bureau before the first payment of salary will be made in all cases of original appointment. After having subscribed to the oath of office an employee will not be required to renew such oath because of any change in status so long as his services are continuous, unless, in the opinion of the Secretary, the public interests require such renewal.

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1. Note. 2. Note. (The footnotes will remain the same as in the present Paragraph 15).

There was recently enacted into law "An Act to empower certain officers, agents, or employees of the Department of Agriculture to administer and take oaths, affirmations, and affidavits in certain cases, and for other purposes," approved January 31, 1925 (Public No. 356, 68th Congress), and the above paragraphs are modified so that the regulations may conform with existing law. In addition to empowering certain employees to administer oaths (covered by paragraph 14 of the Fiscal Regulations), the law also provides that employees who upon original appointment have subscribed to the oath of office shall not be required to renew said oath because of change in status so long as the services are continuous (paragraph 15, Fiscal Regulations).

W M Jardine

Secretary.

MEMORANDUM No.

Amendments to the Fiscal Regulations.

Paragraphs 14 and 15 of the Fiscal Regulations of the Department are hereby amended to read as follows:

14. AFFIDAVITS AND ACKNOWLEDGMENTS IN CONNECTION WITH PROSECUTIONS.- Oaths, affidavits and acknowledgments[1] for use in any prosecution or proceeding under or in the enforcement of any law committed to the Secretary or the Department, or any bureau or subdivision thereof, for administration, shall, whenever practicable, be administered or taken by or before an employee of the Department, designated by the Secretary, and any such oath, affirmation or affidavit when certified under such employee's hand and authenticated by the seal of the Department of Agriculture may be offered or used in any court of the United States and shall have like force and effect as if administered or taken before a clerk of such court, without further proof of the identity or authority of such officer, agent or employee, but no officer, agent or employee of the Department shall demand or accept any fee or compensation whatever for the above service. When no such designated officer, agent or employee of the Department is available, oaths, affidavits and acknowledgments should be executed (a) before a clerk of a United States court; (b) before a United States commissioner; (c) before a notary public; or (d) before a justice of the peace having authority to administer the same, preference being given to the officials in the order named. When executed before an officer not having a seal, a certificate from the clerk of the court or other officer having charge of the records of the appointment or election of the officer before whom the oath, affidavit or acknowledgment is executed should be attached. When it is necessary to appear before a notary public or justice of the peace, notarial or justice of the peace fees will be allowed if not in excess of the legal rate authorized by the State laws at the time of the service. Payment of fees should not be made to clerks of United States courts or to United States commissioners, as these officers take credit for such services in stating their fee accounts against the United States and no reimbursement will be made to departmental employees for such fees.

- -

1. Before me, _____ _____, an employee of the Department of Agriculture of the United States designated by the Secretary of Agriculture under authority of the Act of January 31, 1925 (Public 356 - 68th Congress), personally appeared _____ _____, who deposes and says:

_____

Subscribed and sworn to before me at _____ on this _____ day of _____, 19__.

_____

Employee of the Dept. of Agriculture
designated under Act of January 31, 1925

MEMORANDUM No.

Amendments to the Fiscal Regulations.

Paragraphs 14 and 15 of the Fiscal Regulations of the Department are hereby amended to read as follows:

14. AFFIDAVITS AND ACKNOWLEDGMENTS IN CONNECTION WITH PROSECUTIONS.--Oaths, affidavits and acknowledgments for use in any prosecution or proceeding under or in the enforcement of any law committed to the Secretary or the Department, or any bureau or subdivision thereof, for administration, shall, wherever practicable, be administered or taken by or before an employee of the Department, designated by the Secretary, and any such oath, affirmation or affidavit when certified under such employee's hand and authenticated by the seal of the Department of Agriculture may be offered or used in any court of the United States and shall have like force and effect as if administered or taken before a clerk of such court, without further proof of the identity or authority of such officer, agent or employee, but no officer, agent or employee of the Department shall demand or accept any fee or compensation whatever for the above service. When no such designated officer, agent or employee of the Department is available, oaths, affidavits and acknowledgments should be executed (a) before a clerk of a United States court; (b) before a United States commissioner; (c) before a notary public; or (d) before a justice of the peace having authority to administer the same, preference being given to the officials in the order named. When executed before an officer not having a seal, a certificate from the clerk of the court or other officer having charge of the records of the appointment or election of the officer before whom the oath, affidavit or acknowledgment is executed should be attached. When it is necessary to appear before a notary public or justice of the peace, notarial or justice of the peace fees will be allowed if not in excess of the legal rate authorized by the State laws at the time of the service. Payment of fees should not be made to clerks of United States courts or to United States commissioners, as these officers take credit for such services in stating their fee accounts against the United States and no reimbursement will be made to departmental employees for such fees.

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I, Before me, _____ an employee of the Department of Agriculture of the United States designated by the Secretary of Agriculture under authority of the Act of January 31, 1925 (Public 558 - 68th Congress), personally appeared _____ _____ who deposes and says:

_____

Subscribed and sworn to before me at _____ on this _____ day of _____ 19__.

_____

Employee of the Dept. of Agriculture

PERSONAL SERVICES

13. APPOINTMENT AND OATH OF OFFICE.- Except temporary assistants and laborers outside of Washington employed, subject to civil-service rules, under letters of authority every person entering the service of the Department will be appointed by the Secretary, and the rate of compensation, if any, will be specified. In no circumstances will an appointment be issued the compensation under which is payable from the contingent fund of the Department, nor will an appointment be issued under any appropriation [illegible] for service in the District of Columbia unless such appropriation contains specific authority for employment in the District of Columbia. An oath of office[1] must be executed and filed with the bureau before the first payment of salary will be made[2] in all cases of original appointment. After having subscribed to the oath of office an employee will not be required to renew such oath because of any change in status so long as his services are continuous, unless, in the opinion of the Secretary, the public interests require such renewal.

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1. Note. 2. Note.

There was recently enacted into law "An Act to empower certain officers, agents, or employees of the Department of Agriculture to administer and take oaths, affirmations, and affidavits in certain cases, and for other purposes," approved January 31, 1925 (Public No. 336, 68th Congress), and the above paragraphs are modified so that the regulations may conform with existing law. In addition to empowering certain employees to administer oaths (covered by paragraph 14 of the Fiscal Regulations), the law also provides that employees who upon original appointment have subscribed to the oath of office shall not be required to renew said oath because of change in status so long as the services are continuous (paragraph 15, Fiscal Regulations).

Secretary.

PERSONAL SERVICES

15. APPOINTMENT AND OATH OF OFFICE.- Where temporary appointments and laborers outside of Washington employed, subject to civil-service rules, under letters of authority every person entering the service of the Department will be appointed by the Secretary, and the rate of compensation, if any, will be specified. In no circumstances will an appointment be issued the compensation under which is payable from the contingent fund of the Department, nor will an appointment be issued under any appropriation for services in the District of Columbia unless such appropriation contains specific authority for employment in the District of Columbia. The oath of office must be executed and filed with the bureau before the first payment of salary will be made in all cases of original appointment. After having subscribed to the oath of office no employee will again be required to renew such oath because of any change in status so long as services are continuous, unless, in the opinion of the Secretary, the public interest requires such renewal.

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[illegible]

There was recently enacted into law "An Act to exempt certain officers, agents, or employees of the Department of Agriculture in administering oaths, affirmations, and affidavits in certain cases, and for other purposes," approved [illegible] (Public No. [illegible], [illegible] Congress), and the above paragraph was modified so that its provisions may conform with existing law. In addition to requiring certain employees to administer oaths (referred to above in the Fiscal Regulations), the law also provides that employees who upon original appointment have subscribed to the oath of office shall not be required to renew such oath because of change in status so long as the services are continuous (paragraph 15, Fiscal Regulations).

Secretary.

14. AFFIDAVITS AND ACKNOWLEDGMENTS IN CONNECTION WITH PROSECUTIONS.- [[Affidavits and acknowledgments in connection with the preparation of cases for prosecution under the laws of the United States should be executed, when practicable,]] Oaths, affidavits and acknowledgments[1] for use in any prosecution or proceeding under or in the enforcement of any law committed to the Secretary or the Department, or any bureau or subdivision thereof, for administration, shall, whenever practicable, be administered or taken by or before an employee of the Department, designated by the Secretary, and any such oath, affirmation or affidavit when certified under such employee's ~~his~~ hand and authenticated by the seal of the Department of Agriculture may be offered or used in any court of the United States and has ~~shall have~~ like force and effect as if administered or taken before a clerk of such court, without further proof of the identity or authority of such officer, agent or employee, but no officer, agent or employee of the Department shall demand or accept any fee or compensation whatever for the above service. When no such designated officer, agent or employee of the Department is available, oaths, affidavits and acknowledgments should be executed (a) before a clerk of a United States court; (b) before a United States commissioner; (c) before a notary public; or (d) before a justice of the peace having authority to administer the same [[oaths and affirmations]], preference being given to the officials in the order named. When executed before an officer not having a seal, a certificate from the clerk of the court or other officer having charge of the records of the appointment or election of the officer before whom the oath, affidavit or acknowledgment is executed should be attached. When it is necessary to appear before a notary public or justice of the peace, [[owing to the impracticability of reaching the first or second named officials,]] notarial or [[and]] justice of the peace fees will be allowed if not in excess of the legal rate authorized by the State laws at the time of the service [[the services are rendered]]. Payment of fees should not be made to clerks of United States courts or to United States commissioners as [[no allowance will be made for such fees]] these officers take credit for such services in stating their fee accounts against the United States and no reimbursement will be made to departmental employees for such fees.

Omitted matter in heavy brackets [[ ]].

New matter underscored _____.

15. APPOINTMENT AND OATH OF OFFICE.- Except temporary assistants and laborers outside of Washington employed, subject to civil-service rules, under letters of authority every person entering the service of the Department will be appointed by the Secretary [at a specified] and the rate of compensation, if any, will be specified. In no circumstances will an appointment be issued the compensation under which is payable from the contingent fund of the department, nor will an appointment be issued under any [lump-fund] appropriation for service in the District of Columbia unless such appropriation contains specific authority for employment in the District of Columbia. An oath of office[1] must be executed and filed with the bureau before the first payment of salary will be made[2] in all cases of original appointment. After having subscribed to the oath of office an employee will not be required to renew said oath because of any change in status so long as his services are continuous, unless, in the opinion of the Secretary, the public interests require such renewal.
[and (a) as to field service, at change of position, but not at promotion or demotion involving no change in position; (b) as to the Washington service, in connection with the initial salary of the employee fixed under the allocation provision of the classification act of 1923. The grade is to be considered as the position, appointment to which requires the oath of office. Changes of rate or compensation within a grade, if there is no change of employment are not changes of position requiring an oath. When not a matter of allocation, oath will be required upon change of grade and upon change of employment, same or different grade.]

1. Note.

2. Note.

New matter underscored _____.

Omitted matter in heavy brackets [ ].

[illegible] ere outside of Washington employed, with [illegible]

[illegible] at a specified and the rate of compensation, [illegible] no discrepancies will an appoint- [illegible] action under which is payable from [illegible] fund, so will an equivalent be [illegible]

[illegible] or employment in the "Institute of Industrial [illegible] of official must be created and filed with the bureau [illegible] the first payment of salary will be made in all cases [illegible] original appointment. After having submitted to the [illegible] no employee will not be required to [illegible]

[illegible] and (a) as to first service, or change of position, but no [illegible] promotion or demotion involving no change in position; (i) as to the Washington service, by comparing the initial salary of the employee fixed under the allocation provision of the classification act of 1923. The grade is to be considered as the position, equivalent to which re- quires the work of office. Changes of rate or compensation within a grade. If there is no change of employment and no change of position requiring an oath. When not a matter of allocation, oath will be required upon change of grade and upon change of employment, same or different grade.

[illegible] under consideration _____.

[PUBLIC—NO. 356—68TH CONGRESS]

[S. 2148]

An Act To empower certain officers, agents, or employees of the Department of Agriculture to administer and take oaths, affirmations, and affidavits in certain cases, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That such officers, agents, or employees of the Department of Agriculture of the United States as are designated by the Secretary of Agriculture for the purpose are hereby authorized and empowered to administer to or take from any person an oath, affirmation, or affidavit whenever such oath, affirmation, or affidavit is for use in any prosecution or proceeding under or in the enforcement of any law committed to or which may hereafter be committed to the Secretary of Agriculture or the Department of Agriculture or any bureau or subdivision thereof for administration. Any such oath, affirmation, or affidavit administered or taken by or before such officer, agent, or employee when certified under his hand and authenticated by the seal of the Department of Agriculture may be offered or used in any court of the United States and shall have like force and effect as if administered or taken before a clerk of such court without further proof of the identity or authority of such officer, agent, or employee.

SEC. 2. That no officer, agent, or employee of the Department of Agriculture shall demand or accept any fee or compensation whatsoever for administering or taking any oath, affirmation, or affidavit under the authority conferred by this Act.

SEC. 3. That employees of the Department of Agriculture who, upon original appointment, have subscribed to the oath of office required by section 1757 of the Revised Statutes shall not be required to renew the said oath because of any change in status so long as their services are continuous, unless, in the opinion of the Secretary of Agriculture, the public interests require such renewal.

Approved, January 31, 1925.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

March 12, 1925.

MEMORANDUM FOR MR. W. A. JUMP

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods submits draft of a proposed memorandum amending paragraphs 14 and 15 of the Fiscal Regulations. The reasons for the amendments are set forth in the memorandum itself.

The Committee recommends that the memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

March 24, 1925.

MEMORANDUM NO. ___

Personnel Policy.

Under the present personnel policy of the Government it becomes increasingly necessary that the most careful attention be given by administrative officers to keeping the number of employees under their supervision to the absolute minimum necessary for efficient accomplishment of the work at hand. Monthly reports are being required of the personnel situation in each branch, and full explanations must be made of each increase reported. I have been very much pleased to find that the officers and employees of the Department of Agriculture are squarely behind the program to restrict employments to the very minimum, and that thorough cooperation in this direction is apparent on every side.

I have read Memorandum No. 501, issued during September last, a copy of which is attached, and believe that it is advisable at this time to reiterate the necessity for continuing the steps outlined in that memorandum. It is necessary especially to emphasize that if in order to carry out new work which has been duly authorized it becomes necessary to submit a recommendation for an increase in force such recommendation must show clearly that the addition is absolutely necessary and should contain a full statement of the specific reasons which make it so.

Wherever an appointment is recommended to fill an existing vacancy the necessity for the same should be clearly shown, including information to show that full consideration has been given to the possibility of absorbing the work with the existing force or otherwise rendering an additional appointment unnecessary. Faced with the necessity of reducing personnel, it is obvious that this often can be best accomplished by eliminating any possible unnecessary or unimportant work or by redistributing the duties performed by employees who from time to time resign from the service. It is believed that material reduction can be effected in this way over a period of months.

It will not be possible to give approval to recommendations for new appointments, either by addition to the force or to fill vacancies, except where it is clearly indicated that careful consideration has been given to these possibilities.

The efforts I have observed on the part of the members of the Department to cooperate wholeheartedly in carrying out the personnel policy are highly commendable, and I am confident that reductions

in force will be effected wherever it is at all possible to bring this about. The matter is one of the greatest importance.

Secretary.

Enclosure.

March 24, 1925.

MEMORANDUM NO. ___

Personnel Policy.

Under the present personnel policy of the Government it becomes increasingly necessary that the most careful attention be given by administrative officers to keeping the number of employees under their supervision to the absolute minimum necessary for efficient accomplishment of the work at hand. Monthly reports are being required of the personnel situation in each branch, and full explanations must be made of each increase reported. I have been very much pleased to find that the officers and employees of the Department of Agriculture are squarely behind the program to restrict employments to the very minimum, and that thorough cooperation in this direction is apparent on every side.

I have read Memorandum No. 501, issued during September last, a copy of which is attached, and believe that it is advisable at this time to reiterate the necessity for continuing the steps outlined in that memorandum. It is necessary especially to emphasize that if in order to carry out new work which has been duly authorized it becomes necessary to submit a recommendation for an increase in force such recommendation must show clearly that the addition is absolutely necessary and should contain a full statement of the specific reasons which make it so.

Wherever an appointment is recommended to fill an existing vacancy the necessity for the same should be clearly shown, including information to show that full consideration has been given to the possibility of absorbing the work with the existing force or otherwise rendering an additional appointment unnecessary. Faced with the necessity of reducing personnel, it is obvious that this often can be best accomplished by eliminating any possible unnecessary or unimportant work or by redistributing the duties performed by employees who from time to time resign from the service. It is believed that material reduction can be effected in this way over a period of months.

It will not be possible to give approval to recommendations for new appointments, either by addition to the force or to fill vacancies, except where it is clearly indicated that careful consideration has been given to these possibilities.

The efforts I have observed on the part of the members of the Department to cooperate wholeheartedly in carrying out the personnel policy are highly commendable, and I am confident that reductions

in force will be effected wherever it is at all possible to bring this about. The matter is one of the greatest importance.

Secretary.

Enclosure.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 10, 1924.

MEMORANDUM NO. 501.

Personnel Policy

1. The present personnel policy contemplates that additions shall be made only where by reason of duly authorized increases in work or other equally specific causes such additions are shown to be absolutely necessary, and that reductions in force shall be made wherever practicable. Administrative officers of the Department should canvass their personnel situations carefully now and at regular intervals hereafter in order to assure the maintenance of only the minimum force needed to perform effective work.

2. Recommendations for appointment should continue to indicate whether for the purpose of filling vacancies or to constitute increases in force. If the latter, it must be clearly shown in each case that the increase is necessary and the specific reason for it briefly stated.

3. Employees whose services can be dispensed with should be dropped from the rolls.

4. With the abolishing of the statutory rolls there is more opportunity than previously to clear the salary rolls of surplus employees or of those who do not give proper attention to their work, if there be such employees, not only for reasons of general economy in the expenditure of the taxpayer's money but also in order that funds may be made available to compensate adequately those employees who by reason of their capacity and industry become deserving of such recognition.

Henry C. Wallace

Secretary.

File

PARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

April 2, 1925.

MEMORANDUM NO. 528.

Coordination of Informational Work.

Nelson A. Crawford has been appointed Director of Information of the Department, effective May 1.

The Director of Information will have general direction and supervision of all of the publication and other informational policies and activities of the Department, including the editorial, printing, illustrating, publication, and distribution work heretofore under the Director of Publications, and the Press Service, radio broadcasting of special information, and similar activities incident to the preparation and dissemination of the results of the work of the Department. This will involve the coordination of the informational activities of the various bureaus and offices, both in Washington and in the field, with a view to secure the most effective results in getting agricultural information to the people; the conduct of the business of the Department with the Public Printer, the Congressional Joint Committee on Printing, the Permanent Joint Conference on Printing under the Bureau of the Budget, and similar agencies, and the administration of the regulations of the Department with respect to outside publication of articles prepared by members of the staff.

Under the supervision of the Director of Information the Office of Publications and the Press Service will be constituted and function as the Office of Information. Information as to detailed organization and procedure will be given by the Director of Information at a later date.

F. M. Russell, formerly in charge of the Press Service, has been appointed Assistant to the Secretary, and until further notice C. E. Gapen, under the Director of Information, will be Acting in Charge of the Press Service.

The Office of the Director of Information will be in the Publications building, where the Press Service also will be located.

All officers and employees of the Department are requested to cooperate with the Director of Information, who will welcome suggestions pertaining to the Informational work.

W M Jardine

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 4, 1920.

MEMORANDUM NO. 327

Director of Information

To enlarge the scope and increase the effectiveness of the Department's information work, Mr. E. B. Reid, formerly Chief of the Division of Publications, has been transferred to the office of the Secretary, effective September 16, 1920, with the title of Director of Information, in which capacity he will, as the immediate representative of the Secretary, have general supervision of all the information and publication activities of the Department as a whole, both in Washington and in the field. His relation to the work will be similar to that formerly held by Assistant Secretary Ousley, who had charge of such activities during the war period.

Mr. Harlan Smith, formerly in charge of the Office of Information, has been appointed Chief of the Division of Publications. The work now being performed by the Office of Information hereafter will be known as the Press Service and will continue under the immediate direction of the Chief of the Division of Publications.

The Director of Information will give special attention to broad matters of policy arising in connection with the information and publication work of the Department and will be charged with the duty of formulating and executing plans for bringing about closer coordination of such activities in the various bureaus with those of the Division of Publications, for improving and making more effective the distribution of formal publications, for the consolidation, rearrangement, and improvement of the mailing lists throughout the Department, for coordinating and more effectively utilizing the duplicating equipment in the various bureaus, for the development and handling of informational work in the cities where one or more branches of the Department are located, for bringing about closer contact between the representatives of the Department in these places, and other related matters.

It is earnestly requested that the Chiefs of Bureaus and offices cooperate with Mr. Reid to the fullest extent.

Secretary.

MEMORANDUM NO. 327

Director of Information

[illegible] scope and increase the effectiveness of the [illegible] work, Mr. H. R. Reid, formerly Chief of the [illegible] Publications, has been transferred to the office of the [illegible], effective September 16, 1920, with the title of Director [illegible] which capacity he will, as the immediate representative [illegible] secretary, have general supervision of all the information [illegible] activities of the Department as a whole [illegible] Washington and in the field. His relation to the work [illegible] to visitors to Black Tomorrow held by Assistant Secretary Dexter, [illegible] and charge of such activities during the war period.

Mr. Harlan Smith, formerly in charge of the Office of Information, has been appointed Chief of the Division of Publications. The work now being performed by the Office of Information hereafter will be known as the Press Service and will continue under the immediate direction of the Chief of the Division of Publications.

The Director of Information will give special attention to [illegible] of policy relating in connection with the information [illegible] work of the Department and will be charged with the [illegible] ating and executing plans for informing about closer [illegible] of such activities in the various bureaus with those of the [illegible] of Publications, for improving and making more effective the distribution of formal publications, for the consolidation, reorganization, and improvement of the mailing lists throughout the Department [illegible] ment offices are located, for bringing about closer contact between the [illegible] ives of the Department in these places, and other related [illegible].

[illegible] requested that the Chiefs of Bureaus and offices [illegible]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 5, 1923.

MEMORANDUM NO. 450

L. J. Haynes Acting in Charge of Publications.

Mr. L. J. Haynes is hereby designated as Acting in Charge of the Office of Publications, comprising, with the exception of the Press Service, the units referred to in paragraph 2 of Department Memorandum 436, issued June 8, 1923. In this capacity Mr. Haynes, in addition to continuing his present work in connection with the examination of manuscript, will, until further order, have general direction of the editorial and publication work of the Department, including the personnel engaged therein, and immediate supervision of the Departmental offices of editorial, illustration, and distribution work and the central addressing, duplicating and mailing section.

Henry C. Wallace.
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 2, 1925.

MEMORANDUM NO. 528.

Coordination of Informational Work.

Nelson A. Crawford has been appointed Director of Information of the Department, effective May 1.

The Director of Information will have general direction and supervision of all of the publication and other informational policies and activities of the Department, including the editorial, printing, illustrating, publication, and distribution work heretofore under the Director of Publications, and the Press Service, radio broadcasting of special information, and similar activities incident to the preparation and dissemination of the results of the work of the Department. This will involve the coordination of the informational activities of the various bureaus and offices, both in Washington and in the field, with a view to secure the most effective results in getting agricultural information to the people; the conduct of the business of the Department with the Public Printer, the Congressional Joint Committee on Printing, the Permanent Joint Conference on Printing under the Bureau of the Budget, and similar agencies, and the administration of the regulations of the Department with respect to outside publication of articles prepared by members of the staff.

Under the supervision of the Director of Information the Office of Publications and the Press Service will be constituted and function as the Office of Information. Information as to detailed organization and procedure will be given by the Director of Information at a later date.

F. M. Russell, formerly in charge of the Press Service, has been appointed Assistant to the Secretary, and until further notice C. E. Gapen, under the Director of Information, will be Acting in Charge of the Press Service.

The Office of the Director of Information will be in the Publications building, where the Press Service also will be located.

All officers and employees of the Department are requested to cooperate with the Director of Information, who will welcome suggestions pertaining to the informational work.

Secretary.

W M Jardine

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 28, 1925.

MEMORANDUM NO. 527.

Personnel Policy.

Under the present personnel policy of the Government the necessity has increased for administrative officers to restrict the number of employees under their supervision to the absolute minimum required for effective operation. Monthly reports are now required of the personnel situation in each branch, and full explanations must be made of each increase reported.

Wherever an appointment is recommended to fill an existing vacancy, it should be clearly shown that there is specific need for the services requested and that full consideration has been given to the possibility of absorbing the work with the existing force by eliminating any possible unnecessary work or by redistributing the duties performed by employees who from time to time resign from the service.

If it becomes desirable to submit a recommendation for an increase in force in order to conduct new work which has been duly authorized such recommendation must show clearly that the addition is absolutely necessary and the specific reasons which make it so should be fully stated.

It will not be possible to give approval to recommendations for new appointments, either by additions to the force or to fill vacancies, except where it is clearly indicated that careful consideration has been given to the possibility of rendering an additional appointment unnecessary.

I have been very much pleased to find that the officers and employees of the Department of Agriculture are squarely behind the program to restrict employments to the very minimum. The cooperation to this end which I have observed on the part of the members of the Department is highly commendable and I am confident that reductions in force will be effected wherever it is at all possible. The matter is one of the greatest importance.

Secretary's File Room:
(Signed)
W M Jardine

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

[illegible] 19, 1[illegible].

[illegible] M. [illegible].

[illegible]

Personnel Policy.

[illegible] personnel policy of the Government the [illegible] increased for administrative officers to restrict the [illegible] employees under their supervision in the [illegible] [illegible] for effective operation. Equally [illegible] [illegible] of the personnel situation in each bureau. The full cooperation [illegible] the part of each bureau [illegible].

[illegible] adjustment is recommended in this or another [illegible], it should be clearly shown that there is [illegible] [illegible] [illegible] and that all [illegible] [illegible] [illegible] the possibility of absorbing the work with the existing force [illegible] by eliminating any possible unnecessary work or by [illegible] [illegible] performed by employees who from time to time [illegible] [illegible] the service.

If it becomes desirable to submit a recommendation for an increase in force in order to handle new work which has been duly [illegible] such recommendation must show clearly that the addition is absolutely necessary and the specific reasons which make it so should be fully stated.

It will not be possible to give consideration to recommendations for new assignments, either by additional [illegible] or by [illegible] [illegible], except where it is clearly [illegible] [illegible] [illegible] has been given to the possibility of [illegible] an additional [illegible] [illegible].

I have been very much pleased to find that the officers and employees of the Department of Agriculture are [illegible] [illegible] [illegible] to practice economy to the very minimum. The cooperation in this and which I have observed on the part of the members of the Department is highly commendable. I am [illegible] that [illegible] in force will be effected wherever it is at all possible. The matter is one of the personal interest.

Secretary's File Room:

W. M. Jardine

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March ~~26~~ 28, 1925.

MEMORANDUM NO. 527

Personnel Policy.

Under the present personnel policy of the Government the necessity has increased for administrative officers to restrict the number of employees under their supervision to the absolute minimum required for effective operation. Monthly reports are now required of the personnel situation in each branch, and full explanations must be made of each increase reported.

Wherever an appointment is recommended to fill an existing vacancy, it should be clearly shown that there is specific need for the services requested and that full consideration has been given to the possibility of absorbing the work with the existing force by eliminating any possible unnecessary work or by redistributing the duties performed by employees who from time to time resign from the service.

If it becomes desirable to submit a recommendation for an increase in force in order to conduct new work which has been duly authorized such recommendation must show clearly that the addition is absolutely necessary and the specific reasons which make it so should be fully stated.

It will not be possible to give approval to recommendations for new appointments, either by additions to the force or to fill vacancies, except where it is clearly indicated that careful consideration has been given to the possibility of rendering an additional appointment unnecessary.

I have been very much pleased to find that the officers and employees of the Department of Agriculture are squarely behind the program to restrict employments to the very minimum. The cooperation to this end which I have observed on the part of the members of the Department is highly commendable and I am confident that reductions in force will be effected wherever it is at all possible. The matter is one of the greatest importance.

(sgd) W M Jardine
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 20, 1944.

MEMORANDUM TO [illegible]

Personnel Policy.

Under the present personnel policy of the Department, the necessity has increased for maintaining efficient supervision of employees under their supervision to the strictly minimum required for effective operations. Monthly reports are required of the personnel situation in each bureau, and full explanations must be made of each increase reported.

Therefore an amendment is recommended to Rule 20 on existing policy. It should be clearly stated that Rule 20 applies for the services rendered and that full consideration has been given to the possibility of absorbing the work with the existing force by eliminating any possible unnecessary work or by redistributing the duties performed by employees who from time to time resign from the service.

If it becomes desirable to submit a recommendation for an increase in force in order to conduct the work with the bureau fully authorized such recommendation must show clearly that the existing personnel is thoroughly inadequate to perform which make it so should be fully stated.

It will not be possible to give consideration to recommendations for new appointments, either by additions to the force or to fill vacancies, except where it is clearly indicated that careful consideration has been given to the possibility of rendering an additional consultant unnecessary.

I have been very much pleased to find that the efforts and employees of the Department of Agriculture are generally behind the program to restrict employments to the very minimum. The suggestions in this and which I have observed on the part of the members of the Department is highly commendable and I am confident that continued emphasis will be effected therein if it is at all practicable. The matter is one of the greatest importance.

(Sgd.) [illegible]

Secretary.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 28, 1925.

MEMORANDUM NO. 527

Personnel Policy.

Under the present personnel policy of the Government the necessity has increased for administrative officers to restrict the number of employees under their supervision to the absolute minimum required for effective operation. Monthly reports are now required of the personnel situation in each branch, and full explanations must be made of each increase reported.

Wherever an appointment is recommended to fill an existing vacancy, it should be clearly shown that there is specific need for the services requested and that full consideration has been given to the possibility of absorbing the work with the existing force by eliminating any possible unnecessary work or by redistributing the duties performed by employees who from time to time resign from the service.

If it becomes desirable to submit a recommendation for an increase in force in order to conduct new work which has been duly authorized such recommendation must show clearly that the addition is absolutely necessary and the specific reasons which make it so should be fully stated.

It will not be possible to give approval to recommendations for new appointments, either by additions to the force or to fill vacancies, except where it is clearly indicated that careful consideration has been given to the possibility of rendering an additional appointment unnecessary.

I have been very much pleased to find that the officers and employees of the Department of Agriculture are squarely behind the program to restrict employments to the very minimum. The cooperation to this end which I have observed on the part of the members of the Department is highly commendable and I am confident that reductions in force will be effected wherever it is at all possible. The matter is one of the greatest importance.

W M Jardine

Secretary.

613. BUREAU FOREIGN MAILING LISTS.- The bureaus may maintain foreign mailing lists for their respective publications. [To prevent duplication, and for use in obtaining exchanges, all bureaus having such lists must file copies of the same with the librarian of the department, who shall also be notified from time to time of any additions or other changes in the list, in order that a consolidated list of all addresses may be maintained in the library.]
All additions or changes in the lists will be sent direct to the Office of Publications where the lists are maintained on addressograph plates. One copy of each bureau list will be filed in the main Library for its information in connection with obtaining exchanges, and the Office of Publications will notify the Library of any change occurring in the lists, sending a stenciled card for a new or changed address, and a notification card when an address has been dropped.

The Office of Publications will keep an accurate record of all foreign postage paid for the various bureaus of the department and make monthly report thereof to the chief clerk of the department, who will take the necessary steps to reimburse the appropriation of the Secretary's office from the appropriations of the various bureaus for the amount of foreign postage paid each quarter.

Omitted matter in heavy brackets [ ].

New matter underscored _____.

Administrative Regulations.

613. BUREAU PUBLIC MAILING LISTS.-- The bureaus may maintain foreign mailing lists for their respective publications.

To prevent duplication, and for use in obtaining exchanges, all bureaus having such lists must file copies of the same with the Librarian of the department, who shall also be notified from time to time of any additions or other changes in the list, in order that a consolidated list of all addresses may be maintained in the library.

All additions or changes in the lists will be sent direct to the Office of Publications where the lists are maintained on addressograph plates. One copy of each bureau list will be filed in the main library for the information in connection with obtaining exchanges, and the Office of Publications will notify the Library of any changes occurring in the lists, sending a stenciled card for a new or changed address, and a notification card when an address has been dropped.

The Office of Publications will keep an accurate record of all foreign postage paid for the various bureaus of the department and make monthly report thereof to the chief clerk of the department, who will take the necessary steps to reimburse the appropriation of the Secretary's office from the appropriations of the various bureaus for the amount of foreign postage paid each quarter.

Omitted matter in heavy brackets [ ].

New matter underscored _____.

P-1-13

DEPARTMENT OF AGRIC[illegible]RE

OFFICE OF THE SECRETARY

PUBLICATIONS

MEMORANDUM

March 9, 1925.

Dear Mr. Jump:

So far as this office is concerned the new proceedure proposed by Miss Barnett will be satisfactory.

L. J. H.

UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

WASHINGTON, D. C.

OFFICE OF THE LIBRARIAN

20 February, 1925.

Mr Ball
Mr Haynes
Discussion

Memorandum for the Secretary:

Dear Mr. Secretary:

On account of the reduction in the Library appropriation, it seems necessary for us to reduce the work of the Library. I have therefore been considering ways in which this might best be done.

One way which has occurred to me is in connection with the care of the foreign mailing lists. In carrying out Administrative Regulation 613, all the bureaus have been required to make changes in their mailing lists through the Library and the Library has edited all addresses and then transmitted them to the Office of Publications. It would save our time if the bureaus could send their requests for changes in their mailing lists direct to the Office of Publications. The Office of Publications, after making the changes desired, could furnish the Library with one card for our information in connection with obtaining exchanges. If this change is approved, I would recommend that the first paragraph of Administrative Regulation 613 be revised to read as shown on the attached sheet, effective March 1, 1925.

The Library previously undertook this work because the Division of Publications did not have facilities for checking duplication and revising the addresses. As I believe that the Office of Publications now has the facilities for this work, there is no longer the same need for the Library's supervision of it. It would, therefore, seem to be in the interest of economy to cut out the step in the procedure which has been suggested.

Very respectfully,

C. R. Barnett

Librarian.

crb/s

613. BUREAU FOREIGN MAILING LISTS. The bureaus may maintain foreign mailing lists for their respective publications. All additions or changes in the lists will be sent direct to the Office of Publications where the lists are maintained on addressograph plates. One copy of each bureau list will be filed in the main Library for its information in connection with obtaining exchanges, and the Office of Publications will notify the Library of any changes occurring in the lists, sending a stenciled card for a new or changed address, and a notification card when an address has been dropped.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

April 2, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

In accordance with your request, the Advisory Committee on Finance and Business Methods has considered Miss Barnett's memorandum to the Secretary, dated February 20th, and is of the opinion that the regulation should be amended as she suggests. It has therefore prepared a memorandum proposing to amend paragraph 613 of the Administrative Regulations, relating to foreign mailing lists, and the reasons for the amendment are set forth in the memorandum itself. The proposed memorandum has been passed upon by the Solicitor of the Department and bears his initials, and the Committee recommends that same be approved by the Secretary and promulgated.

Very respectfully,

A Gappone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 613 of the Administrative Regulations of the Department is hereby amended to read as follows:

> 613. BUREAU FOREIGN MAILING LISTS.- The bureaus may maintain foreign mailing lists for their respective publications. All additions or changes in the lists will be sent direct to the Office of Publications where the lists are maintained on addressograph plates. One copy of each bureau list will be filed in the main Library for its information in connection with obtaining exchanges, and the Office of Publications will notify the Library of any change occurring in the lists, sending a stenciled card for a new or changed address, and a notification card when an address has been dropped.
>
> The Office of Publications will keep an accurate record of all foreign postage paid for the various bureaus of the department and make monthly report thereof to the chief clerk of the department, who will take the necessary steps to reimburse the appropriation of the Secretary's office from the appropriations of the various bureaus for the amount of foreign postage paid each quarter.

This paragraph is amended in order that the foreign mailing lists may be handled in a more economical manner, by eliminating one step in the procedure. It has been the practice of the bureaus, when additions or changes are to be made, to send them to the Library of the Department for revision before transmitting them to the Office of Publications. The above procedure contemplates that all additions or changes will be sent by the various bureaus direct to the Office of Publications where lists are maintained on addressograph plates, and that the Office of Publications will notify the Library of all changes therein for the Library's use in connection with exchanges.

Secretary.

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 813 of the Administrative Regulations of the Department is hereby amended to read as follows:

813. BUREAU FOREIGN MAILING LISTS. - The bureaus may maintain foreign mailing lists for their respective publications. All additions or changes in the lists will be sent direct to the Office of Publications where the lists are maintained on addressograph plates. One copy of each bureau list will be filed in the main Library for its information in connection with obtaining exchanges, and the Office of Publications will notify the Library of any change occurring in the lists, sending a stenciled card for a new or changed address, and a notification card when an address has been dropped.

The Office of Publications will keep an accurate record of all foreign postage paid for the various bureaus of the department and make monthly report thereof to the chief clerk of the department, who will take the necessary steps to reimburse the appropriation of the Secretary's office from the appropriations of the various bureaus for the amount of foreign postage paid each quarter.

This paragraph is amended in order that the foreign mailing lists may be handled in a more economical manner, by eliminating one step in the procedure. It has been the practice of the bureaus, when additions or changes are to be made, to send them to the Library of the Department for revision before transmitting them to the Office of Publications. The above procedure contemplates that all additions or changes will be sent by the various bureaus direct to the Office of Publications where lists are maintained on addressograph plates, and that the Office of Publications will notify the Library of all changes therein for the Library's use in connection with exchanges.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 6, 1925.

MEMORANDUM NO. 529

Amendment to the Administrative Regulations.

Paragraph 613 of the Administrative Regulations of the Department is hereby amended to read as follows:

> 613. BUREAU FOREIGN MAILING LISTS. Where circumstances warrant foreign mailing lists may be maintained under control of the various bureaus for the distribution of publications with which they are concerned. All additions or changes in the lists will be sent directly to the Office of Publications where the lists are maintained on addressograph plates. One copy of each bureau list will be filed in the main Library for its information in connection with obtaining exchanges, and will be kept strictly current by information supplied by the Office of Publications.
>
> The Office of Publications will keep a record of all foreign postage paid for the various bureaus and make monthly report thereof to the chief clerk of the department, who will take the necessary steps to reimburse the appropriation of the Secretary's office from the appropriations of the various bureaus for the amount of foreign postage paid each quarter.

This paragraph is amended in order that the foreign mailing lists may be handled in a more economical manner, by eliminating one step in the procedure. It has been the practice of the bureaus, when additions or changes are to be made, to send them to the Library of the Department for revision before transmitting them to the Office of Publications. The above procedure contemplates that all additions or changes will be sent by the various bureaus direct to the Office of Publications where lists are maintained on addressograph plates, and that the Office of Publications will notify the Library of all changes therein for the Library's use in connection with exchanges.

W. M. Jardine

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

~~March 28~~, 1925.

FILE
F. L. GLADMON

MEMORANDUM NO. 7

Coordination of Business Administration.

In the interest of economy and efficiency, and to simplify and facilitate the general business administration of the Department, the various offices attached to the Office of the Secretary engaged in personnel and other branches of business administration are hereby consolidated into one unit, which is designated the Office of Personnel and Business Administration. This office will function through two major branches, one of which will handle personnel matters and the other general business administration. Dr. W. W. Stockberger has been designated as Director of Personnel and Business Administration and will have general direction and supervision of the business administration of the Department, including the coordination and improvement of the activities of the various bureaus and offices of the Department under this heading. W. A. Jump has been designated as Assistant Director and will have immediate direction and supervision of the branch of general business operations. He will also continue to act as Budget Officer of the Department.

The Director of Personnel and Business Administration will cooperate closely with the other directors where their fields of work are concerned and will advise with the chiefs of bureaus and offices on matters of personnel and business administration involving the activities under their supervision.

The Office of Personnel and Business Administration, for the present, subject to such rearrangement as may be determined upon by the Director, will be organized as follows: (1) Branch of Personnel: To include the work and personnel heretofore assigned to the Personnel Office, the Salary Classification Office, and the personnel section of the Office of Inspection, and (2) Branch of Business Operation: To include the Office of the Chief Clerk and subsidiary units, the Section of Accounts serving units of the Office of the Secretary, which is hereby placed under the immediate supervision of the Chief Clerk; the Office of Purchases and Sales, with which the work and personnel of the Office of the Traffic Manager is hereby merged; the Division of Accounts and Disbursements; the fiscal section of the Office of Inspection, and the employees of the immediate office of the Secretary heretofore engaged principally in budget and finance and other business administration work.

Availability of Business Administration

In the interest of economy and efficiency, and to simplify and [illegible] the functional business administration of the Government, the various offices attached to the Office of the Secretary have been [illegible] in personnel and other business of business administration are hereby consolidated into one unit, which is designated the Office of Personnel and Business Administration. This office will function through two major processes, one of which will handle personnel matters and the other general business administration. Mr. W. W. Schlabberger has been reclassified as Director of Personnel and Business Administration and will have general direction and supervision of the business administration of the Department, including the coordination and improvement of the activities of the various bureaus and offices of the Department under [illegible] and will have immediate direction and supervision of the branch of general business operations. He will also continue to act as Budget Officer of the Department.

[illegible] coordinate closely with the other directors whose basic fields of work [illegible] matters of personnel and business administration involving the activities under their supervision.

The Office of Personnel and Business Administration, for the present, subject to such reorganization as may be determined upon by [illegible]:

To include the work and personnel heretofore assigned to the Personnel [illegible] the Office of Assessment, and (2) Branch of Business Operation:

Section of Accounts working units of the Office of the Secretary, which is hereby placed under the immediate supervision of the Chief [illegible] of the Office of the Traffic Manager is hereby assigned; the [illegible] of Information, and the employees of the immediate office of the Secretary heretofore assigned substantially to budget and finance and other business administration work.

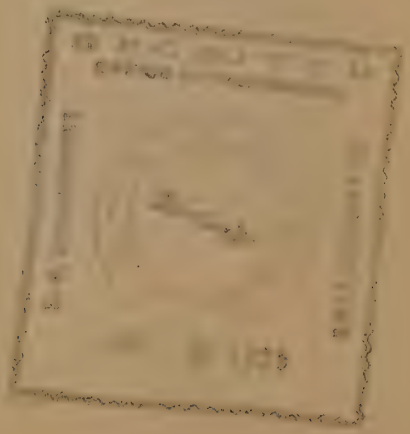
A detailed outline of the organization, duties and functions of the Office of Personnel and Business Administration will be furnished at an early date. To facilitate the transaction of business, papers originating in the various bureaus relating to matters with which the Office of Personnel and Business Administration is concerned should be sent directly to that office, and incoming mail of the same type upon receipt in the Secretary's File Room will be directly referred in a similar manner.

The Advisory Committee on Finance and Business Methods is abolished and matters heretofore considered by that committee will for the present be considered by the heads of offices charged with the responsibility in the various lines involved.

In order to expedite the transaction of business the Office of Personnel and Business Administration will be located on the second floor of the Administration Building. The Packers and Stockyards Administration will be located at B Street and Linworth Place, in the building formerly occupied by the Office of the Solicitor. The Solicitor's Office will be located in the Administration Building. These changes will be effected as soon as practicable.

Secretary.

W M Jardine



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March 28, 1925.

MEMORANDUM NO. 52

Coordination of Business Administration.

In the interest of economy and efficiency, and to simplify and facilitate the general business administration of the Department, the various offices attached to the Office of the Secretary and engaged in personnel and other branches of business administration are hereby consolidated into one unit, which is designated the Office of Personnel and Business Administration. This office will function through two major branches, one of which will handle personnel matters and the other general business administration. Dr. W. W. Stockberger has been designated as Director of Personnel and Business Administration and will have general direction and supervision of the business administration of the Department, including the coordination and improvement of the activities of the various bureaus and offices of the Department under this heading. W. A. Jump has been designated as Assistant Director and will have immediate direction and supervision of the branch of general business operations. He will also continue to act as Budget Officer of the Department.

The Director of Personnel and Business Administration will cooperate closely with the other directors where their fields of work are concerned and will advise with the chiefs of bureaus and offices on matters of personnel and business administration involving the activities under their supervision.

The Office of Personnel and Business Administration, for the present, subject to such rearrangement as may be determined upon by the Director, will be organized as follows: (1) Branch of Personnel: To include the work and personnel heretofore assigned to the Personnel Office, the Salary Classification Office, and the personnel section of the Office of Inspection, and (2) Branch of Business Operation: To include the Office of the Chief Clerk and subsidiary units, the Section of Accounts serving units of the Office of the Secretary, which is hereby placed under the immediate supervision of the Chief Clerk; the Office of Purchases and Sales, with which the work and personnel of the Office of the Traffic Manager is hereby merged; the Division of Accounts and Disbursements; the fiscal section of the Office of Inspection, and the employees of the immediate office of the Secretary heretofore engaged principally in budget and finance and other business administration work.

A detailed outline of the organization, duties and functions of the Office of Personnel and Business Administration will be furnished at an early date. To facilitate the transaction of business, papers originating in the various bureaus relating to matters with which the Office of Personnel and Business Administration is concerned should be sent directly to that office, and incoming mail of the same type upon receipt in the Secretary's File Room will be directly referred in a similar manner.

The Advisory Committee on Finance and Business Methods is abolished and matters heretofore considered by that committee will for the present be considered by the heads of offices charged with the responsibility in the various lines involved.

In order to expedite the transaction of business the Office of Personnel and Business Administration will be located on the second floor of the Administration Building. The Packers and Stockyards Administration will be located at B Street and Linworth Place, in the building formerly occupied by the Office of the Solicitor. The Solicitor's Office will be located in the Administration. These changes will be effected as soon as practicable.

Secretary.

A detailed outline of the organization, duties and functions of the Office of Personnel and Business Administration will be furnished at an early date. To facilitate the transaction of business, papers originating in the various bureaus relating to matters with which the Office of Personnel and Business Administration is concerned should be sent directly to that office, and incoming mail of the same type upon receipt in the Secretary's File Room will be directly referred in a similar manner.

The Advisory Committee on Finance and Business Methods is abolished and matters heretofore considered by that committee will for the present be considered by the heads of offices charged with the responsibility in the various lines involved.

In order to expedite the transaction of business the Office of Personnel and Business Administration will be located on the second floor of the Administration Building. The Packers and Stockyards Administration will be located at B Street and Linworth Place, in the building formerly occupied by the Office of the Sec[illegible] The Solicitor's Office will be located in the Administrati[illegible] These changes will be effected as soon as practicable.

Secretary.

W M Jardine

A detailed outline of the organization, duties and functions of the Office of Personnel and Business Administration will be furnished at an early date. To facilitate the transaction of business, papers originating in the various bureaus relating to matters with which the Office of Personnel and Business Administration is concerned should be sent directly to that office, and incoming mail of the same type upon receipt in the Secretary's File Room will be directly referred in a similar manner.

The Advisory Committee on Finance and Business Methods is abolished and matters heretofore considered by that committee will for the present be considered by the heads of offices charged with the responsibility in the various lines involved.

In order to expedite the transaction of business the Office of Personnel and Business Administration will be located on the second floor of the Administration Building. The Packers and Stockyards Administration will be located at B Street and Linworth Place, in the building formerly occupied by the Office of the Sol[illegible] The Solicitor's Office will be located in the Administrati[illegible] These changes will be effected as soon as practicable.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

April 15, 1925.

MEMORANDUM NO. 531.

Appointment of Committee on Housing Program.

An important matter which should receive attention is the question of proper housing of the various bureaus and offices of the Department. I am fully aware of the present unsatisfactory situation in this respect, and expect to do everything in my power to bring about an improvement. The Treasury Department, having in mind the possibility of definite action with respect to a building program at the next session of Congress, has called upon this Department to consider various detailed plans which have been suggested to relieve the housing situation in the Department of Agriculture. In order that these plans and other possible solutions to our problem here may receive full and careful consideration, I am designating a committee consisting of the Assistant Secretary, Mr. R. W. Dunlap, Mr. E. A. Sherman of the Forest Service, Dr. K. F. Kellerman of the Bureau of Plant Industry, Mr. C. W. Kitchen of the Bureau of Agricultural Economics, Mr. M. C. Betts of the Bureau of Public Roads, Mr. Harry Goding of the Bureau of Animal Industry, and Mr. R. M. Reese of the Office of Personnel and Business Administration, to consider this matter and to recommend a program which will appear to be the best possible solution, all things considered. I am asking the Assistant Secretary to act as Chairman and Mr. Reese to act as Secretary of the Committee.

The Committee will meet at an early date to consider the proposals transmitted by the Treasury Department and will be glad to receive the suggestions of chiefs of bureaus and other members of the Department on the whole subject of the future housing of the Department.

W M Jardine
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 15, 1925.

MEMORANDUM NO. 531.

Appointment of Committee on Housing Program.

An important matter which should receive attention is the question of proper housing of the various bureaus and offices of the Department. I am fully aware of the present unsatisfactory situation in this respect, and expect to do everything in my power to bring about an improvement. The Treasury Department, having in mind the possibility of definite action with respect to a building program at the next session of Congress, has called upon this Department to consider various detailed plans which have been suggested to relieve the housing situation in the Department of Agriculture. In order that these plans and other possible solutions to our problem here may receive full and careful consideration, I am designating a committee consisting of the Assistant Secretary, Mr. R. W. Dunlap, Mr. E. A. Sherman of the Forest Service, Dr. K. F. Kellerman of the Bureau of Plant Industry, Mr. C. W. Kitchen of the Bureau of Agricultural Economics, Mr. M. C. Betts of the Bureau of Public Roads, Mr. Harry Goding of the Bureau of Animal Industry, and Mr. R. M. Reese of the Office of Personnel and Business Administration, to consider this matter and to recommend a program which will appear to be the best possible solution, all things considered. I am asking the Assistant Secretary to act as Chairman and Mr. Reese to act as Secretary of the Committee.

The Committee will meet at an early date to consider the proposals transmitted by the Treasury Department and will be glad to receive the suggestions of chiefs of bureaus and other members of the Department on the whole subject of the future housing of the Department.

W. M. Jardine

Secretary.

OFFICE OF THE DIRECTOR OF REGULATORY WORK.

MEMORANDUM.

MR. JUMP:

In accord with your telephone request Mr. Campbell suggests the following names for the Building Committee:

E. B. Calvert, Weather Bureau.
C. V. Piper, Plant Industry.
A. G. Rice, Soils,
W. W. Skinner, Chemistry.
H. E. Allanson, Plant Industry.
W. C. Henderson, Biological Survey.

L.M.C.
4-9-25.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON

April 10, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Referring to our telephone conversation yesterday afternoon, I am going to submit the names of Mr. C. W. Kitchen and Mr. J. F. Barghausen, of this Bureau, as possible representatives on the Departmental Committee to consider the building needs of this Department and, I assume, prepare suitable recommendations for submission to the Treasury Department. While there may be other members of this Bureau who would be well qualified to serve upon such committee, I feel that both of these men are quite well acquainted with the general work of the Department and should be able to contribute to the committee's final report.

Very truly yours,

Lloyd S. Tenny
Acting Chief of Bureau.

Mr Carson

Mr McTague

Acting Attorney Gen-
eral, Treasury Dept.
Please let me have the opinion
of the Secretary of the
Treasury on the enclosed letter
of March 24 Treasury Letter

Rice

UNITED STA

OFFICE

COOPERATIVE EXTENSION WORK

April 7, 1925.

Dear Mr. Secretary:

I am in receipt of your letter of March 24 concerning the building program. The matters referred to are of vital importance to this Department and will be given careful consideration. The information requested will be forwarded as soon as we have had opportunity to give the several proposals thorough consideration. The work of the Department of Agriculture is severely handicapped by the existing building situation. I am anxious to do everything in my power to bring about a material improvement in this respect and welcome the opportunity to cooperate fully with your Department to this end.

Sincerely,

(Signed)

W M Jardine

Hon. A. W. Mellon,

Secretary of the Treasury.

Inclosure 5213.

SUPERVISING ARCHITECT.
X Legislation.

SA*T.

TREASURY DEPARTMENT

WASHINGTON

March 24, 1925.

Honorable W. M. Jardine,

Secretary of Agriculture.

My dear Mr. Secretary:

When the Elliott Bill was under consideration in the closing days of the 68th Congress this Department prepared a tentative building programme for the first year's output for immediate use in case of hearings thereon.

This programme covered the country at large as well as the District of Columbia and the latter included relief to the Department of Agriculture.

Three schemes were considered but Scheme A is included in the presentation only because it is in accordance with the programme of the former Public Buildings Commission as presented in its report of 1918. While it might be carried out in the future, it is eliminated from consideration at this time on account of cost, time required for carrying it out, and inadequate space when completed.

Scheme A: Some ten years ago there were constructed two wings of a structure that was intended to eventually be a quadrangle of considerable dimensions. These wings are marble faced and a design has been prepared for a center pavilion, with a dome as a feature, uniting these wings. The scheme as contemplated by the Public Buildings Commission involves the construction of the center pavilion as well as the completion of the quadrangle, which would give a total ground area of approximately 77,000 sq.ft. with an available office space of about 225,000 sq.ft. In order to carry out this scheme it would be necessary to purchase Blocks 263, 264, 296, and 325, and relocate B St. 200 ft. farther south. Estimated cost:

Center pavilion, including extension of powerhouse..	$2,000,000.
Purchase of Blocks 263,264,296, and 325.....	2,300,000.
Construction.....	3,000,000.
	$7,300,000.

The floor space thus obtained is not sufficient for the requirements of the Department of Agriculture and the unit rate would be

excessive. Furthermore, the probabilities are that condemnation proceedings would have to be resorted to especially as far as acquisition of Block 263 is concerned which might delay the project for a considerable period; also a considerable number of buildings on these blocks are rented by the Department and it might be impracticable to find other quarters for the activities housed therein.

Scheme B: This scheme is divided into two projects. The first comprises the construction of a center pavilion uniting the two wings but redesigned by substituting for the dome two additional stories. This, as well as an extension towards the rear, would furnish 90,000 sq.ft. of office space as against only 46,000 sq.ft. as now designed. It is believed that the substitution of two additional stories for the dome could be accomplished without detriment to the appearance of the contemplated structure. Estimated cost including extension of power house...$2,000,000.

The second project under Scheme B contemplates the purchase of Block 264 on the south side of B Street and the erection thereon of a seven story commercial type building with a ground area of approximately 60,000 sq.ft., giving a net space of approximately 260,000 sq.ft. The story height of this building would be the same as that of the center pavilion with the view of eventually connecting this building with the main building. The location of this building is shown on attached print and it will be observed that it would be entirely screened in case the original building be enlarged as indicated by dotted lines on attached print.

The two projects under Scheme B furnish a total of 250,000 sq.ft. net area which it is believed would meet the immediate needs of the Department of Agriculture. The estimated cost is as follows:

Purchase of Block 264.....	$350,000.
Commercial type building.....	3,500,000.
Center pavilion connecting two wings.....	2,000,000.
	$5,850,000.

The estimated expenditure during the first year is as follows:

Purchase of Block 264.....	$350,000.
Construction.....	1,150,000.
	$1,500,000.

In Block 264 certain buildings are occupied by the Department of Agriculture with a total of 347 employees; it would be necessary to find quarters for these during the construction period.

Scheme C: Considering the present downtown traffic congestion and an increase in this congestion by the proposed buildings for the Departments of Justice, of Commerce, and of Labor, the question of locating some of the activities of the Department of Agriculture on a tract of land some distance from the center of the city deserves consideration. Of course, the administration building of the Department of Agriculture should be maintained in its present location but it may be found that many of the bureaus comprising that Department might function equally as well some distance from the city, like the Bureau of Standards.

Under this scheme the center pavilion uniting the present two wings would be constructed at a cost of $2,000,000, furnishing approximately 90,000 sq.ft. additional, and the completed structure would become the administration building of the Department of Agriculture.

No accurate estimate is possible of providing buildings for the bureaus of the Department of Agriculture but it is believed that land could be purchased for $500,000 and the necessary buildings be constructed for about $3,500,000.

The cost of Scheme C is as follows:

Construction of center pavilion.....	$2,000,000.
Purchase of site some distance from center of the city.....	500,000.
Construction of several buildings.....	3,500,000.
	$6,000,000.

The estimated expenditures during the first year would be:

Purchase of site.....	$500,000.
Starting construction of center pavilion.....	500,000.
	$1,000,000.

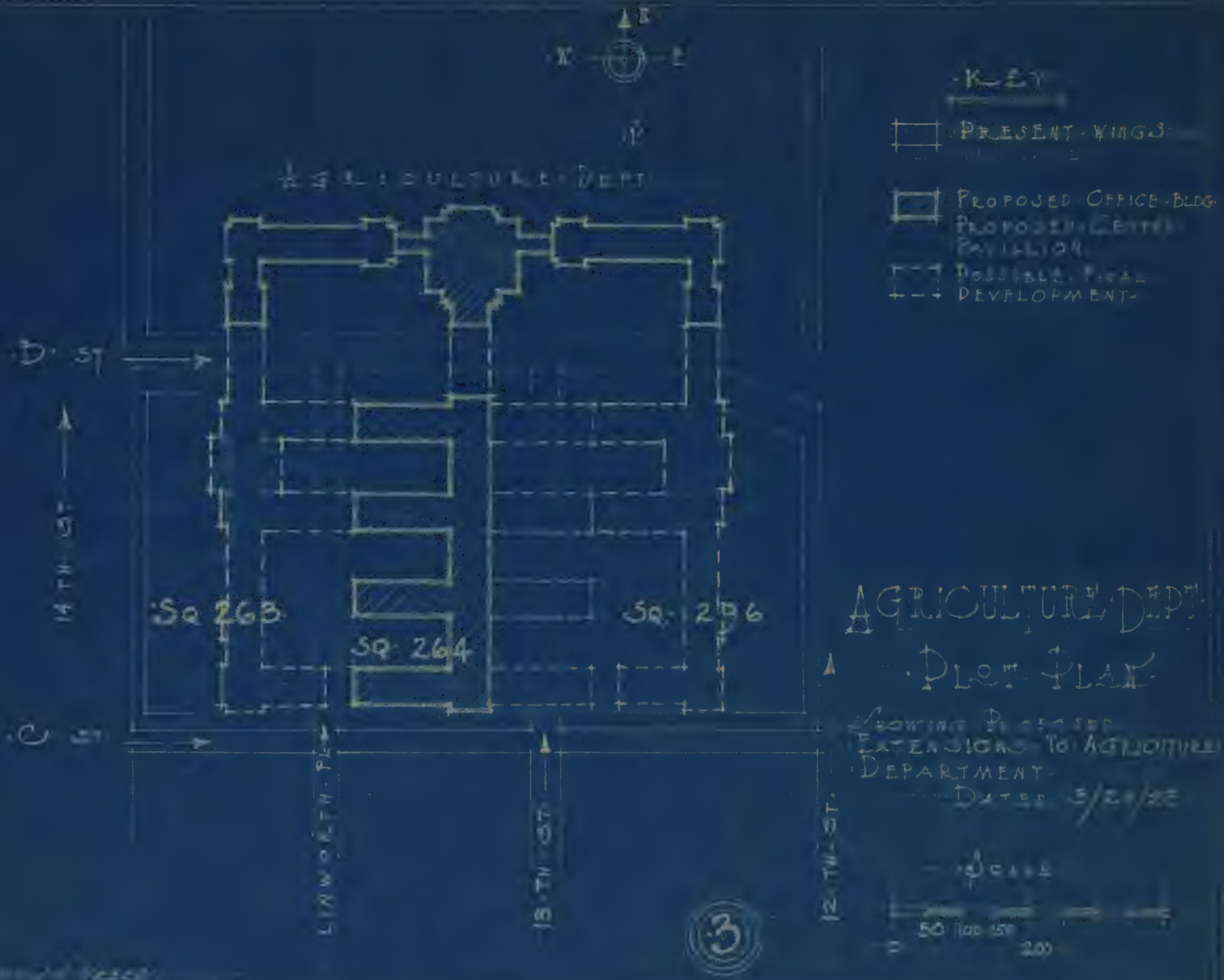
It is not probable that any construction work could be carried out during the first year on the site intended to be purchased some distance from the center of the city.

It would be appreciated if your Department would give your views of the proposed schemes so that a definite programme may be submitted to Congress in case the Elliott Bill is revived or a similar bill introduced.

Very truly yours,

A. W. Mellon

Secretary of the Treasury.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PROPOSED OFFICE BLDG
PROPOSED CENTER PAVILION
POSSIBLE FINAL DEVELOPMENT
AGRICULTURE DEPT
PLOT PLAN
SHOWING PROPOSED EXTENSIONS TO AGRICULTURE DEPARTMENT
DATED 5/20/32
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April 29, 1925

MEMORANDUM FOR: Chief, Forest Service
" Bureau of Plant Industry
" Bur. of Agri. Economics
" Bureau of Public Roads
" Bur. of Animal Industry

In order that the Committee on Housing Program may not be delayed in its work because of absence from the city of the present members, I suggest that you appoint alternates to the men named in Memorandum 531. Please select men whom you know will be in the city and can meet with the Committee and go forward with the work. I would be pleased to have these men named in time to attend the first meeting, which is called for 2.30 p.m., May 1, in the Office of the Assistant Secretary.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 29, 1925.

MEMORANDUM NO. 532.

Federal Business Associations.

Attention is invited to previous memoranda issued by the Department relative to the organization of Federal Business Associations in many of the principal cities throughout the country, and requesting all officers and employees of the Department of Agriculture to cooperate to the fullest extent in connection with these agencies and to avail themselves of the services which they are prepared to render. The spirit of cooperation displayed by the field personnel of the Department of Agriculture in these matters has been highly commendable.

Recently it has been pointed out that with recurrent changes in the field forces a clear understanding does not in every case exist as to the program of cooperation between the field forces of the several departments and these coordinating agencies, as laid down by the President as a general policy of the government. It is pointed out that the chain of Federal Business Associations throughout the country is the branch of the coordinating service which most effectively carries the spirit of cooperation to the widely scattered army of Federal officials, that the success and usefulness of these associations depend, of course, upon the active interest of the individual members, and that it is important that such interest be shown by the officials of all local branches of the Government.

In order to meet the situation caused by changes of personnel in the field service and to insure the fullest possible support to the President's policy of economy and efficiency in the transaction of Government business, it is hereby established as a definite policy of the Department that all executive officials and their principal subordinates connected with the field units of the Department throughout the United States and its possessions will associate themselves with the local Federal Business Associations, wherever they have been organized, and that they will take an active interest in the work of these associations. It is also desirable that officials of the Department take an active part in the formation of new Federal Business Associations in places indicated by the Coordinator for the Area in which they are located. These associations are active, constructive executive auxiliaries, contributing powerfully to efficient Federal business organization by cooperative effort between the various Departments.

W M Jardine

Secretary.

WJS

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 11, 1925.

MEMORANDUM NO. 538.

Amendment to the Fiscal Regulations.

Paragraphs 2, 3, and 67 of the fiscal regulations of the department are hereby amended to read as follows:

2. GENERAL AUTHORIZATIONS BY SECRETARY. -- The Secretary, on or before the beginning of each fiscal year, will issue a general letter of authorization to each chief of bureau, authorizing him, during that year, within the terms of the appropriations for his bureau, and in conformity with law, the decisions of the Comptroller General, and the fiscal regulations, (a) to direct employees of his bureau to perform travel within the continental United States, in Alaska, and in the parts of Canada or Mexico contiguous to the United States, and to allow per diems in lieu of subsistence, when desirable, at rates fixed in accordance with the provisions of paragraph 37; (b) to issue purchase orders for supplies and for job work in amounts fixed in accordance with the provisions of paragraph 64; (c) to issue authorizations for the publication of advertisements, notices, and proposals in such newspapers or trade journals as will best serve the needs of the United States; (d) to incur such other expenses as may be necessary properly to carry on the work of the bureau; and (e) to empower his subordinates to direct travel and incur necessary expenses within the limits of the authority conferred on him by his letter of authorization from the Secretary. (Laws 831, 838, 839, 841, 845, 936, 949, 954, 956.)

The changes are in (c) and (d). In (c) the former provision was that newspapers used for advertising must have been previously designated by the Secretary. The amendment authorizes the chief of bureau to select the newspaper or trade journal. This permission has been granted in the Secretary's annual authorizations to chiefs of bureaus for the last two years and is now incorporated in the regulations. From (d) the parenthetical statement "(except for the purchase of passenger-carrying motor-driven vehicles)" has been omitted in the interest of simplification of the regulations. The restriction as to passenger-carrying vehicles appears in paragraph 64.

3. SPECIFIC AUTHORIZATION BY SECRETARY. - The Secretary will issue specific individual letters of authorization in all cases involving (a) travel outside the continental United States, except travel in Alaska, and in the parts of Canada or Mexico contiguous to the United States; (b) travel and other expenses to be paid from the contingent fund of the department; (c) travel for the purpose of attending meetings or delivering lectures not otherwise provided for in the administrative regulations; and (d) travel by persons not in the employ of the Government in connection with or furtherance of proposed or current activities of the department. (Paragraph amended; effective April 16, 1924.) (Laws 831, 834, 838, 839, 841, 845, 931, 936, 949, 954, 956.)

Subparagraph (e), which formerly concluded the regulation, has been omitted. It provided for authorization by the Secretary of advertisements in papers outside of those previously designated by him. Since bureau chiefs are now empowered to choose the newspaper, this provision becomes unnecessary.

67. PURCHASES IN EXCESS OF $50. - Except as provided by paragraph 68 no purchase of or contract for supplies or services other than personal services, when the aggregate amount involved exceeds $50, shall be made until after advertisement a sufficient time previously for proposals respecting the same. Such advertisements shall be by one of the following methods: (a) In newspapers, upon specific authority (see par. 2), when the amount involved is $2,500 or more; or (b) by formal proposals sent to three or more dealers, when the aggregate amount involved exceeds $50 and is less than $2,500. Either of these methods may be supplemented by posting notices in public places inviting competitive bidding, when it seems probable that better competition will be obtained thereby. Newspaper advertisement may be waived by the Director of Personnel and Business Administration upon recommendation and presentation of sufficient reasons by the chiefs of bureaus. All bids for supplies or services for use of the department in Washington must be obtained through the officer in charge of purchases and sales. Bids for supplies or services for the field shall, whenever practicable, also be obtained through the officer in charge of purchases and sales. (Amended; effective November 26, 1923). (Laws 831, 834, 836, 839, 923, 981.)

The amendment authorizes the Director of Personnel and Business Administration, in his discretion, wherever adequate reasons exist, to waive the requirement of newspaper advertising in favor of other methods of obtaining competition in cases where the amount involved is $2,500 or more.

W M Jardine

Secretary.

May 11, 1925.

MEMORANDUM NO. 531.

Amendment to the Fiscal Regulations.

Paragraphs 2, 3, and 67 of the fiscal regulations of the department are hereby amended to read as follows:

> 2. GENERAL AUTHORIZATIONS BY SECRETARY. -- The Secretary, on or before the beginning of each fiscal year, will issue a general letter of authorization to each chief of bureau, authorizing him, during that year, within the terms of the appropriations for his bureau, and in conformity with law, the decisions of the Comptroller General, and the fiscal regulations, (a) to direct employees of his bureau to perform travel within the continental United States, in Alaska, and in the parts of Canada or Mexico contiguous to the United States, and to allow per diems in lieu of subsistence, when desirable, at rates fixed in accordance with the provisions of paragraph 37; (b) to issue purchase orders for supplies and for job work in amounts fixed in accordance with the provisions of paragraph 64; (c) to issue authorizations for the publication of advertisements, notices, and proposals in such newspapers or trade journals as will best serve the needs of the United States; (d) to incur such other expenses as may be necessary properly to carry on the work of the bureau; and (e) to empower his subordinates to direct travel and incur necessary expenses within the limits of the authority conferred on him by his letter of authorization from the Secretary. (Laws 831, 878, 829, 841, 845, 926, 949, 954, 956.)

The changes are in (c) and (e). In (c) the former provision was that newspapers used for advertising must have been previously designated by the Secretary. The amendment authorizes the chief of bureau to select the newspaper or trade journal. This permission has been granted in the Secretary's annual authorizations to chiefs of bureaus for the last two years and is now incorporated in the regulations. From (d) the parenthetical statement "(except for the purchase of passenger-carrying motor-driven vehicles)" has been omitted in the interest of simplification of the regulations. The restriction as to passenger-carrying vehicles appears in paragraph 64.

May 11, 1925.

3. SPECIFIC AUTHORIZATION BY SECRETARY. - The Secretary will issue specific individual letters of authorization in all cases involving (a) travel outside the continental United States, except travel in Alaska, and in the parts of Canada or Mexico contiguous to the United States; (b) travel and other expenses to be paid from the contingent fund of the department; (c) travel for the purpose of attending meetings or delivering lectures not otherwise provided for in the administrative regulations; and (d) travel by persons not in the employ of the Government in connection with or furtherance of proposed or current activities of the department. (Paragraph amended; effective April 16, 1924.) (Laws 821, 824, 828, 839, 841, 845, 921, 926, 949, 954, 956.)

Subparagraph (e), which formerly concluded the regulation, has been omitted. It provided for authorization by the Secretary of advertisements in papers outside of those previously designated by him. Since bureau chiefs are now empowered to choose the newspaper, this provision becomes unnecessary.

67. PURCHASES IN EXCESS OF $50. - Except as provided by paragraph 68 no purchase of or contract for supplies or services other than personal services, when the aggregate amount involved exceeds $50, shall be made until after advertisement a sufficient time previously for proposals respecting the same. Such advertisements shall be by one of the following methods: (a) In newspapers, upon specific authority (see par. 2), when the amount involved is $2,500 or more; or (b) by formal proposals sent to three or more dealers, when the aggregate amount involved exceeds $50 and is less than $2,500. Either of these methods may be supplemented by posting notices in public places inviting competitive bidding, when it seems probable that better competition will be obtained thereby. Newspaper advertisement may be waived by the Director of Personnel and Business Administration upon recommendation and presentation of sufficient reasons by the chiefs of bureaus. All bids for supplies or services for use of the department in Washington must be obtained through the officer in charge of purchases and sales. Bids for supplies or services for the field shall, whenever practicable, also be obtained through the officer in charge of purchases and sales. (Amended; effective November 26, 1923). (Laws 821, 824, 836, 839, 923, 981.)

The amendment authorizes the Director of Personnel and Business Administration, in his discretion, wherever adequate reasons exist, to waive the requirement of newspaper advertising in favor of other methods of obtaining competition in cases where the amount involved is $2,500 or more.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

Have Robbins get Freeman at the same time

March 11, 1925.

MEMORANDUM FOR MR. ASHLEY.

Dear Mr. Ashley:

You are of course aware that the bureau letters of authorization for the last two years have contained the following language: " * * * to issue authorization for the publication of advertisements, notices, and proposals in such newspapers or trade journals as will best serve the needs of the United States * * *."

The fiscal regulations deal with the publication of advertisements, notices, etc., in paragraphs 2 and 3. The latter providesthat the Secretary shall issue individual letters of authorization for (e) " * * * advertisements, notices, or proposals in newspapers other than those mentioned in paragraph 2(c)."

Paragraph 2 specifies the subject matter of the annual bureau authorizations. Subparagraph (c) confers upon bureau chiefs the right to "issue authorizations for the publication of advertisements, notices, and proposals in newspapers designated for the purpose by the Secretary."

This inconsistency between the annual authorizations and the regulations -- the one giving the bureau chiefs power to choose the medium of publication, while the other limits them to lists approved by the Secretary -- has caused confusion and will probably continue to do so. With a view to finance committee action, therefore, I suggest the following amendments:

Paragraph 3. Omit subparagraph (e).

Paragraph 2(c). Change to read:

2(c). To issue authorization for the publication of advertisements, notices, and proposals in such newspapers or trade journals as will best serve the needs of the United States."

This is the present language of the annual authorizations, and is identically the phrasing which, as you will recall, was informally submitted to Mr. Golze, of the General Accounting Office, and by him approved.

Very truly yours,

L. R. Robbins

Inspector.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

AUTHORIZATION

No......

July 1, 1924.

Sir:

You are hereby authorized to conduct the work of the

during the fiscal year ending June 30, 1925; to incur such expenses against the appropriations under your supervision, in strict accordance with law, the fiscal regulations of the department, and the decisions of the Comptroller General, as may be necessary properly to carry on the work, the total liability so incurred to be limited to the approved quarterly allotments; to issue authorization for the publication of advertisements, notices, and proposals in such newspapers or trade journals as will best serve the needs of the United States; to direct the performance of travel within the continental United States and in the parts of Canada and Mexico contiguous to the United States; and to delegate any part of this authority to the acting officer in charge or to other officers or employees under your direction when in your opinion it is advisable to do so.

In directing travel under this authorization you may grant per diem in lieu of subsistence or may prescribe the actual expense basis. In either event rates less than the maximum allowed by law may be fixed when in your judgment such lower rates will fully cover subsistence expenses in the locality to be visited, due consideration being given to the work to be performed and the length of the assignment. A per diem rate indicated in a letter of authorization should not be changed after travel thereunder has been performed.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

April 3, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has considered the proposed amendments to paragraphs 2 and 3 of the Fiscal Regulations as submitted by Mr. Ashley, and favors their adoption. Attached hereto is draft of a memorandum intended to accomplish the purpose. The reasons for the amendments are set forth in the memorandum itself.

The Committee therefore recommends that the attached memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

A Pappone

Chairman, Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DIRECTOR OF PURCHASES AND SALES

March 13, 1925.

Approved on 7th Pl
for consideration

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Paragraph 67 of the Department Regulations relating to open market purchases requires newspaper advertisement where the proposed purchase is $2500 or more.

There are frequently large purchases exceeding this sum where the field of competition is so limited that newspaper advertising is useless and uneconomical. There are also cases where emergency purchases are necessary and quotations must be secured by solicitation. The present regulations do not provide for a waiver of this requirement and I believe it would be good business to invest such authority in the Director of Purchases and Sales.

The change can be accomplished in the following manner:

Insert after "thereby" in line six, page 59, (Paragraph 67) the following:

Newspaper advertisement may be waived by the Director of Purchases and Sales upon recommendation by the Chiefs of Bureaus.

Very truly yours,

James M. Lockmane

Acting Director of Purchases
and Sales.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

April 6, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

In accordance with your instructions, the Advisory Committee on Finance and Business Methods has considered the attached memorandum of the Acting Director of Purchases and Sales to the Secretary, dated March 13th, and submits herewith a proposed memorandum to amend paragraph 67 of the Fiscal Regulations in accordance therewith. The reasons for the proposed amendment are set forth in the memorandum itself. It has been passed upon by the Solicitor of the Department and bears his initials.

The Committee recommends that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

A Gappone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 7, 1925.

The principal changes proposed are -

(1) Amend the regulations so as to give Bureau Chiefs the right to designate newspapers outside of Washington in which advertisements for the furnishing of supplies will be inserted. The Bureau Chiefs have been authorized by letter to do this for the past two years, and this merely makes the regulations conform to existing practice.

(2) It is proposed that the Director of Personnel and Business Administration be authorized to waive newspaper advertising where conditions warrant and the Division of Purchase, Sales, and Traffic recommends. At present the Purchase and Sales Office prepares a memorandum to the Secretary each time it is necessary to waive the regulations, and these are usually sent to the Acting Secretary for approval. The matter is rather perfunctory, since the real inquiry has to be made by the Purchase and Sales Office, but it is important that that inquiry be made and considered carefully, and this responsibility is on the Purchase and Sales Office.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

Files

May 11, 1925.

MEMORANDUM NO. 533

Amendment to the Fiscal Regulations.

Paragraphs 2, 3, and 67 of the fiscal regulations of the department are hereby amended to read as follows:

> 2. GENERAL AUTHORIZATIONS BY SECRETARY.-- The Secretary, on or before the beginning of each fiscal year, will issue a general letter of authorization to each chief of bureau, authorizing him, during that year, within the terms of the appropriations for his bureau, and in conformity with law, the decisions of the Comptroller General, and the fiscal regulations, (a) to direct employees of his bureau to perform travel within the continental United States, in Alaska, and in the parts of Canada or Mexico contiguous to the United States, and to allow per diems in lieu of subsistence, when desirable, at rates fixed in accordance with the provisions of paragraph 37; (b) to issue purchase orders for supplies and for job work in amounts fixed in accordance with the provisions of paragraph 64; (c) to issue authorizations for the publication of advertisements, notices, and proposals in such newspapers or trade journals as will best serve the needs of the United States; (d) to incur such other expenses as may be necessary properly to carry on the work of the bureau; and (e) to empower his subordinates to direct travel and incur necessary expenses within the limits of the authority conferred on him by his letter of authorization from the Secretary. (Laws 831, 838, 839, 841, 845, 936, 949, 954, 956.)

The changes are in (c) and (d). In (c) the former provision was that newspapers used for advertising must have been previously designated by the Secretary. The amendment authorizes the chief of bureau to select the newspaper or trade journal. This permission has been granted in the Secretary's annual authorizations to chiefs of bureaus for the last two years and is now incorporated in the regulations. From (d) the parenthetical statement "(except for the purchase of passenger-carrying motor-driven vehicles)" has been omitted in the interest of simplification of the regulations. The restriction as to passenger-carrying vehicles appears in paragraph 64.

> 3. SPECIFIC AUTHORIZATION BY SECRETARY. - The Secretary will issue specific individual letters of authorization in all cases involving (a) travel outside the continental United States, except travel in Alaska, and in the parts of Canada

or Mexico contiguous to the United States; (b) travel and other expenses to be paid from the contingent fund of the department; (c) travel for the purpose of attending meetings or delivering lectures not otherwise provided for in the administrative regulations; and (d) travel by persons not in the employ of the Government in connection with or furtherance of proposed or current activities of the department. (Paragraph amended; effective April 16, 1924.) (Laws 831, 834, 838, 839, 841, 845, 931, 936, 949, 954, 956.)

Subparagraph (e), which formerly concluded the regulation, has been omitted. It provided for authorization by the Secretary of advertisements in papers outside of those previously designated by him. Since bureau chiefs are now empowered to choose the newspaper, this provision becomes unnecessary.

67. PURCHASES IN EXCESS OF $50. - Except as provided by paragraph 68 no purchase of or contract for supplies or services other than personal services, when the aggregate amount involved exceeds $50, shall be made until after advertisement a sufficient time previously for proposals respecting the same. Such advertisements shall be by one of the following methods: (a) In newspapers, upon specific authority (see par. 2), when the amount involved is $2,500 or more; or (b) by formal proposals sent to three or more dealers, when the aggregate amount involved exceeds $50 and is less than $2,500. Either of these methods may be supplemented by posting notices in public places inviting competitive bidding, when it seems probable that better competition will be obtained thereby. Newspaper advertisement may be waived by the Director of Personnel and Business Administration upon recommendation and presentation of sufficient reasons by the chiefs of bureaus. All bids for supplies or services for use of the department in Washington must be obtained through the officer in charge of purchases and sales. Bids for supplies or services for the field shall, whenever practicable, also be obtained through the officer in charge of purchases and sales. (Amended; effective November 26, 1923). (Laws 831, 834, 836, 839, 923, 981.)

The amendment authorizes the Director of Personnel and Business Administration, in his discretion, wherever adequate reasons exist, to waive the requirement of newspaper advertising in favor of other methods of obtaining competition in cases where the amount involved is $2,500 or more.

W M Jardine
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

Files

May 16, 1925.

MEMORANDUM NO. 534.

Amendment to the Fiscal Regulations.

Paragraph 57 of the fiscal regulations of the department is hereby amended to read as follows:

57. ADVANCE OF PUBLIC FUNDS. - Public funds will be advanced to officers and employees for the payment of traveling expenses and of other expenses incurred during travel or at field stations, payment of which by a disbursing officer of the department is rendered impracticable by demand for immediate payment or other cause.

Advance of funds will be made only upon the filing of formal application therefor with the disbursing clerk (Voucher Form 100), approved by a chief of bureau or other authorized official, who shall have determined the amount to be advanced, not exceeding $500. Applications for advances in excess of $500 must be approved by the Director of Personnel and Business Administration. Except in unusual cases advances should not be requested or approved in connection with trips the cost of which will be less than $50. In no case shall an advance exceed $1,000. A copy of the letter of authorization under which an advance is sought must accompany the application. Employees desiring an advance will be required to file a surety bond in favor of the United States in the penal sum of $1,000 the surety on which shall be one of the bonding companies approved by the Treasury Department.

Officers and employees whose accounts are paid by a district or other fiscal agent should submit their applications for advances of funds to the disbursing clerk through the proper fiscal agent and the Washington office of the bureau concerned with the necessary surety bond.

Additional advances may be obtained by employees in a travel status in amounts to be determined by (a) the chief of bureau, if the total balance due the United States is not thereby increased to an amount exceeding $500; and (b) the Director of Personnel and Business Administration, if such additional advances create a balance in excess of $500 but not more than $1,000.

Expense accounts (Voucher Form 101) accounting for the expenditure of funds advanced must be rendered promptly at the close of each month or at the termination of a specific trip. Unexpended balance of funds advanced will be surrendered upon the demand of the disbursing clerk.

Necessary instruction for accounting for moneys advanced will accompany each advance, and accounting forms will be supplied by the disbursing clerk. (Laws 822, 864, 865, 866, 882, 903, 936, 937, 949.)

The only change, except a slight rearrangement in the order of the instructions, is in the opening sentence. Advances were previously confined to the payment of travel expenses. They may now, subject to the stated restrictions, be used also to meet the classes of station and field expenses -- temporary labor, emergency purchases and the like -- which have hitherto been paid by officers from their private funds and claimed on reimbursement accounts. The Director of Personnel and Business Administration is authorized to approve advances in excess of $500 but not to exceed $1000, in exceptional circumstances.

W M Jardine

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May 16, 1925.

MEMORANDUM NO. 534.

Amendment to the Fiscal Regulations.

Paragraph 57 of the fiscal regulations of the department is hereby amended to read as follows:

57. ADVANCE OF PUBLIC FUNDS. - Public funds will be advanced to officers and employees for the payment of traveling expenses and of other expenses incurred during travel or at field stations, payment of which by a disbursing officer of the department is rendered impracticable by demand for immediate payment or other cause.

Advances of funds will be made only upon the filing of formal application therefor with the disbursing clerk (Voucher Form 100), approved by a chief of bureau or other authorized official, who shall have determined the amount to be advanced, not exceeding $500. Applications for advances in excess of $500 must be approved by the Director of Personnel and Business Administration. Except in unusual cases advances should not be requested or approved in connection with trips the cost of which will be less than $50. In no case shall an advance exceed $1,000. A copy of the letter of authorization under which an advance is sought must accompany the application. Employees desiring an advance will be required to file a surety bond in favor of the United States in the penal sum of $1,000, the surety on which shall be one of the bonding companies approved by the Treasury Department.

Officers and employees whose accounts are paid by a district or other fiscal agent should submit their applications for advances of funds to the disbursing clerk through the proper fiscal agent and the Washington office of the bureau concerned with the necessary surety bond.

Additional advances may be obtained by employees in a travel status in amounts to be determined by (a) the chief of bureau, if the total balance due the United States is not thereby increased to an amount exceeding $500; and (b) the Director of Personnel and Business Administration, if such additional advances create a balance in excess of $500 but not more than $1,000.

Expense accounts (Voucher Form 101) accounting for the expenditure of funds advanced must be rendered promptly at the close of each month or at the termination of a specific trip. Unexpended balances of funds advanced will be surrendered upon the demand of the disbursing clerk.

Necessary instruction for accounting for moneys advanced will accompany each advance, and accounting forms will be supplied by the disbursing clerk. (Laws 822,864, 865, 866, 882, 903, 936, 937, 949.)

The only change, except a slight rearrangement in the order of the instructions, is in the opening sentence. Advances were previously confined to the payment of travel expenses. They may now, subject to the stated restrictions, be used also to meet the classes of station and field expenses -- temporary labor, emergency purchases and the like -- which have hitherto been paid by officers from their private funds and claimed on reimbursement accounts. The Director of Personnel and Business Administration is authorized to approve advances in excess of $500 but not to exceed $1000, in exceptional circumstances.

W M Jardine

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 16, 1925.

MEMORANDUM NO. 534.

Amendment to the Fiscal Regulations.

Paragraph 57 of the fiscal regulations of the department is hereby amended to read as follows:

57. ADVANCE OF PUBLIC FUNDS. - Public funds will be advanced to officers and employees for the payment of traveling expenses and of other expenses incurred during travel or at field stations, payment of which by a disbursing officer of the department is rendered impracticable by demand for immediate payment or other cause.

Advances of funds will be made only upon the filing of formal application therefor with the disbursing clerk (Voucher Form 100), approved by a chief of bureau or other authorized official, who shall have determined the amount to be advanced, not exceeding $500. Applications for advances in excess of $500 must be approved by the Director of Personnel and Business Administration. Except in unusual cases advances should not be requested or approved in connection with trips the cost of which will be less than $50. In no case shall an advance exceed $1,000. A copy of the letter of authorization under which an advance is sought must accompany the application. Employees desiring an advance will be required to file a surety bond in favor of the United States in the penal sum of $1,000, the surety on which shall be one of the bonding companies approved by the Treasury Department.

Officers and employees whose accounts are paid by a district or other fiscal agent should submit their applications for advances of funds to the disbursing clerk through the proper fiscal agent and the Washington office of the bureau concerned with the necessary surety bond.

Additional advances may be obtained by employees in a travel status in amounts to be determined by (a) the chief of bureau, if the total balance due the United States is not thereby increased to an amount exceeding $500; and (b) the Director of Personnel and Business Administration, if such additional advances create a balance in excess of $500 but not more than $1,000.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

Washington

May 16, 1925.

SUPPLEMENT NO. 334.

Amendment to the Travel Regulations.

Paragraph 57 of the Travel Regulations of the Department is hereby amended to read as follows:

57. ADVANCES OF TRAVEL FUNDS. - Public funds will be advanced to officers and employees for the payment of travelling expenses and of other expenses incurred during travel or at field stations, upon request of such by a disbursing officer of the department in reduced imprestfunds by bonded for insolvent payment or other cause.

Advances of funds will be made only upon the filing of formal requisitions therefor with the disbursing clerk (Number Form 1020), approved by a chief of bureau or other authorized official, who shall duly determined the amount to be advanced, and accounting therefor. Requisitions for advances in excess of $500 must be approved by the Director of Personnel and Business Administration. Travel in several cases should not be permitted or approved in connection with trips. The sum of such will be less than $50. In no case shall an advance exceed $1,000. A copy of the letter of authorization under which an advance is sought must accompany the application. Employees desiring an advance will be required to file a surety bond in favor of the United States in the penal sum of $1,000. the surety on which shall be one of the bonding companies approved by the Treasury Department.

Officers and employees whose accounts are paid by a district or other fiscal agent should submit their applications for advances of funds to the disbursing clerk through the proper fiscal agent and the Washington office of the bureau concerned with the necessary surety bond.

Additional advances may be obtained by employees in a travel status in amounts to be determined by (a) the chief of bureau, if the total balance due the United States is not likely to exceed $500 at the second succeeding period; and (b) the Director of Personnel and Business Administration, if such additional advances create a balance in excess of $500 but not more than $1,000.

Expense accounts (Voucher Form 1511) accounting for the expenditure of funds advanced must be rendered promptly at the close of each month or at the termination of a specific trip. Unexpended balances of funds advanced will be surrendered upon the demand of the disbursing clerk.

Necessary instruction for accounting for moneys advanced will accompany each advance, and accounting forms will be supplied by the disbursing clerk. (Laws 837, 864, 865, 866, 882, 902, 926, 927, 949.)

The only change, except a slight rearrangement in the order of the instructions, is in the opening sentence. Advances were previously confined to the payment of travel expenses. They may now, subject to the stated restrictions, be used also to meet the classes of station and field expenses -- temporary labor, emergency purchases and the like -- which have hitherto been paid by officers from their private funds and claimed on reimbursement accounts. The Director of Personnel and Business Administration is authorized to approve advances in excess of $500 but not to exceed $1000, in exceptional circumstances.

W M Jardine

Secretary.

U. S. DEPARTMENT OF AGRI(_TURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8—4819

April 25, 1925.

Mr. Robbins:

I am returning herewith your file of papers amending paragraph 57 of the Fiscal Regulations which you left with me for remarks. The employees of my office have been over this matter very carefully and we have taken the liberty of rewriting the memorandum with certain changes which it is thought will present the matter in better form.

Respectfully,

A Gaspone

MEMORANDUM NO.

Amendment to the Fiscal Regulations.

Paragraph 57 of the fiscal regulations of the department is hereby amended to read as follows:

57. ADVANCEMENT OF PUBLIC FUNDS. -- Public funds will be advanced to officers and employees for the payment of traveling expenses, and of other expenses incurred during travel or at field stations which cannot be paid by a disbursing officer of the department because immediate payment in cash is demanded by the payee or required in the interest of public business.

The only change, except a slight rearrangement in the order of the instructions, is in the opening sentence. Advances were previously confined to the payment of such traveling expenses and per diem in lieu of subsistence as might properly, under the Fiscal Regulations, be included in reimbursement accounts. The privilege is now extended so that advances may be used for the payment of station and field expenses which have hitherto been paid by officers from their private funds and claimed on reimbursement vouchers, such as emergency purchases, temporary labor, etc., when impracticable for a disbursing officer to make direct payment.

MEMORANDUM NO.

Amendment to the Fiscal Regulations.

Paragraph 57 of the fiscal regulations of the department is hereby amended to read as follows:

57. ADVANCEMENT OF PUBLIC FUNDS. -- Public funds will be advanced to officers and employees for the payment of traveling expenses, and of other expenses incurred during travel or at field stations which cannot be paid by a disbursing officer of the department because immediate payment in cash is demanded by the payee or required in the interest of public business.

The only change, except a slight rearrangement in the order of the instructions, is in the opening sentence. Advances were previously confined to the payment of such traveling expenses and per diem in lieu of subsistence as might properly, under the Fiscal Regulations, be included in reimbursement accounts. The privilege is now extended so that advances may be used for the payment of station and field expenses which have hitherto been paid by officers from their private funds and claimed on reimbursement vouchers, such as emergency purchases, temporary labor, etc., when impracticable for a disbursing officer to make direct payment.

[illegible] in the local legislature.

[illegible], it is the fiscal regulations of the department is [illegible] amended to read as follows:

[illegible] — Public funds will be [illegible] to officers and employees for the payment of travelling expenses, and to other persons entitled thereto or at fixed rates which cannot be paid by a disbursing officer or the department because liability payment is not in demand by the payee or required in the interest of public business.

The only change, except a slight rearrangement in the order of the innovations, is in the opening sentence. Advances were previously confined to the payment of such travelling expenses and per diem in lieu of subsistence as might properly, under the fiscal regulations, be incurred in relocation measures. The division is now extended so that advances may be made for the payment of salaries and field expenses which have hitherto been paid by officers from their private funds and claimed in reimbursement vouchers, such as emergency purchases, long-distance toll, etc., when investigators or a disbursing officer is away from headquarters.

MEMORANDUM NO.

Amendment to the Fiscal Regulations.

Paragraph 57 of the fiscal regulations of the department is hereby amended to read as follows:

57. ADVANCEMENT OF PUBLIC FUNDS. -- Public funds will be advanced to officers and employees for the payment of traveling expenses, and of other expenses incurred during travel or at field stations which cannot be paid by a disbursing officer of the department because immediate payment in cash is demanded by the payee or required in the interest of public business.

The only change, except a slight rearrangement in the order of the instructions, is in the opening sentence. Advances were previously confined to the payment of such traveling expenses and per diem in lieu of subsistence as might properly, under the Fiscal Regulations, be included in reimbursement accounts. The privilege is now extended so that advances may be used for the payment of station and field expenses which have hitherto been paid by officers from their private funds and claimed on reimbursement vouchers, such as emergency purchases, temporary labor, etc., when impracticable for a disbursing officer to make direct payment.

57. Public funds will be advanced to officers and employees for the payment of traveling expenses and of other expenses incurred during travel or at field stations, payment of which by a disbursing officer of the department is rendered impracticable by demand for immediate payment or other cause.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

S

OFFICE OF CHIEF OF BUREAU

WASHINGTON, D. C.,

April 13, 1925.

4/15 Mr Robbins: Please look into this. WAJ

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

The Finance Committee had under consideration at the time of its demise a proposition to amend the Fiscal Regulations so as to extend the advance of funds to include emergency labor and minor purchases at field stations where the vendor would not acquiesce in payment being made through the submittal to Washington of the Form 5 voucher. The Fiscal Regulations, covering the advance of funds, reads at present as follows:

"Public funds will be advanced to officers and employees for the payment of actual and necessary traveling expenses or per diem allowances in lieu of subsistence.
* *
No advance of funds will be made nor should funds advanced be used for any purpose other than the payment of official traveling expenses or per diem allowances in lieu of subsistence. * * * * * * * * * * * * * * * * *"

"Traveling expenses" has been interpreted by Mr. Zappone to include all expenditures which might be incurred by a man while actually in a travel status, such as emergency labor, miscellaneous supplies, etc. This is to avoid the submittal of duplicate vouchers which might possibly result in occasional duplicate payments, and also as a matter of convenience to those affected.

We experience occasional difficulty at our stations in the payment of emergency labor. The laborers frequently are let off with very short notice, much of our labor being of a transitory character. If you wish to discharge a man for incompetence, it leaves you in a rather peculiar position when it is necessary for you to fire him and tell him to wait a week or more for his pay, and this is particularly true if he is a roving sort of individual. The other alternative is for the superintendents to advance the money personally.

In the making of small purchases, the man at a station

April 13, 1938.

MEMORANDUM FOR MR. TUCK.

Dear Mr. Tuck:

The Finance Committee had under consideration at the time of its denial a proposition to amend the Fiscal Regulations so as to extend the advance of funds to include emergency labor and minor purchases at field stations where the vendor would not acquiesce in payment being made through the submittal to Washington of the Form 5 voucher. The Fiscal Regulations, covering the advance of funds, read at present as follows:

"Public funds will be advanced to officers and employees for the payment of actual and necessary traveling expenses or per diem allowances in lieu of subsistence.
* *
No advance of funds will be made nor should funds advanced be used for any purpose other than the payment of official traveling expenses or per diem allowances in lieu of subsistence. * "

"Traveling expenses" has been interpreted by Mr. Sappone to include all expenditures which might be incurred by a man while actually in a travel status, such as emergency labor, miscellaneous supplies, etc. This is to avoid the [illegible] in occasional duplicate payments, and also as a matter of convenience to those affected.

We experience occasional difficulty at our stations in the payment of emergency labor. The laborers frequently are let off with very short notice, much of our labor being of a transitory character. If you wish to discharge a man for incompetence, it leaves you in a rather peculiar position when it is necessary for you to fire him and tell him to wait a week or more for his pay, and this is particularly true if he is a relief work of individual. The other alternative is for the [illegible] to advance the money personally.

In the making of small purchases, the man at a station

usually has credit, and no difficulty is experienced in running an account or making reimbursement by forwarding a Form 5 voucher to Washington. Frequently, however, the items purchased are very small, and it seems an unnecessary amount of clerical work to handle it by the forwarding of a voucher. Also, it is frequently desirable to purchase as opportunity affords, in order to take advantage of some local condition making for a lower price. While the items in themselves may be rather small, they run up a fairly substantial total in some cases, were the superintendent to personally advance the money.

The payment of labor, as well as the purchase of miscellaneous items could of course be very well handled by a temporary special disbursing agent. We very much prefer not to appoint more disbursing agents than are imperatively necessary. The accounts of the temporary special disbursing agents are, of course, paid before they come to us, and the responsibility for them rests with the individual. We can handle a more effective administrative audit before rather than after complete settlements have been made.

I should like to suggest that consideration be given to the broadening of the authority for the advance of funds so as to include emergency labor and miscellaneous minor items at stations where the vendor is unwilling that payments shall be made through the submittal of the usual voucher to Washington. For consideration in this connection, I beg to submit the following as an addition to the first paragraph of Paragraph 57 of the Fiscal Regulations:

> "Furthermore, station expenses which must ordinarily be stated on form-5 vouchers and sent to Washington for payment by the disbursing clerk may also be paid from funds advanced where the amount involved is less than $5.00, or, where more than that is involved and immediate payment is demanded, a receipt on subvoucher to be taken when required by these regulations, and the item included in form 101 voucher. Where the amount involved is more than $5, a signed statement explaining the necessities of the case must be included with the receipt."

There is no particular need of haste in this matter, but I am calling it to your attention for such consideration as you may in due course be able to give it.

Very sincerely,

M. A. Taylor

Enclosures.

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Plant Industry
Washington

Cotton, Truck, and Forage
Crop Disease Investigations.

March 5, 1925.

MEMORANDUM FOR MR. ALLANSON

Dear Mr. Allanson:

We are in receipt of an application for cash advance for travelling expenses from Dr. H. G. MacMillan, Pathologist, of this office. When Dr. MacMillan first took up with us the possibility of arranging for this advance his attention was called to paragraph 57 of the Fiscal Regulations, limiting the use of these funds for payment of travelling expenses and for per-diem in lieu of subsistence. He was, however, advised that such funds might be used for the payment of supplies and temporary labor charges at his field station where the payees refused to accept payment on form-5 and form-3 vouchers respectively, but was informed that he would have to include a statement of such refusal in his account in support of the items. In giving him this information we based our action on the information contained in letters written by Mr. Cox to the various men of this office who already have cash advances, in which it was stated that Mr. Zappone was agreeable to permitting the use of the advance for the payment of supplies and labor where it was impossible to arrange for payment from Washington.

Since writing Dr. MacMillan to that effect, we have received your recent letter on this same subject, in which you indicate that the use of cash advances for supplies and temporary labor in connection with localized activities of field men is not permitted under any circumstances, excepting that in the case of temporary labor it may be possible to secure approval of the Secretary in individual cases allowing payment of such items as an exception to the Fiscal Regulations.

In view of the divergence of opinion apparently existing on this subject, before putting forward Dr. MacMillan's application for cash advance, we would like to know definitely and finally the Department's attitude in the matter, not only that we may advise him but also the other men of the office who have already received contrary information to that contained in your memorandum. For this reason, it will be greatly appreciated if you will let us have answers to the following questions:

1. Will it be permissible to use these funds for payment of supplies where the dealer refuses to accept a form-5 voucher, providing statement is made in the expense account that such payment was necessary?

[illegible] STATES DEPARTMENT OF JUSTICE
Bureau of Plant Industry
Washington

[illegible]
[illegible] Investigations.

[illegible] 8, 1931.

[illegible] MR. [illegible]

Dear Mr. [illegible]:

We are in receipt of an application for cash advance for travelling expenses from Mr. T. P. [illegible], [illegible] of this office. Mr. [illegible] first [illegible] us with the possibility of arranging for his advance [illegible] attention was called to certain of the Travel Regulations. Limiting the use of these funds for payment of travelling expenses and for per-diem in lieu of subsistence. It was, however, advised that such funds might be used for the payment of supplies and temporary labor charges at his field station where the payees returned to account payment on Form-3 and Form-2 vouchers respectively. But was informed that he would have to include a statement of such returns in his account in support of the items. In giving this this last position we based our action on the information contained in letters written by Mr. [illegible] to the various men of this office who already have cash advances, in which it was stated that Mr. [illegible] was authorized to permit the use of the advance for the payment of supplies and labor where it was impossible to arrange for payment from Washington.

While writing Mr. [illegible] in that effect, we have received your letter [illegible] this same subject. In which you indicate that the use of cash advances for supplies and temporary labor in connection with [illegible] activities of Plant [illegible] is not [illegible] under [illegible]. [illegible] the case of temporary labor it may be possible to secure approval of the Secretary in [illegible] cases allowing payment of such items as be [illegible] in the Travel Regulations.

In view of the divergence of opinion apparently existing on this subject, before getting forward Mr. [illegible]'s application for cash advance, we would like to know definitely and finally the Department's attitude in the matter, not only that we may advise him but also the other men of the office who have already received conditionally tentative to that contained in your memorandum. For this reason, it will be greatly appreciated if you will let us have answers to the following questions:

1. Will it be permissible to use these funds for payment of supplies where the [illegible] refuses to account a Form-3 voucher, providing statement is made in the expense account that such payment was necessary?

2. Willit be permissible to pay for temporary labor where the payees cannot be induced to accept payment on form-3, and where statement to that effect is included in the account?

3. If payment cannot be made for purchases of supplies or temporary labor without an exception to the regulations, is it possible on showing of necessity to secure the Secretary's approval to such an exception for both or either of these items?

4. Can such approval be secured through the medium of an amendment to a letter of authorization, prepared for the Secretary's signature?

5. If such funds cannot be used under any condition for either or both of these purposes, shall we advise our men that they are to pay for such items with their own funds and submit form-4 reimbursement vouchers covering such charges? This would necessitate the submission of two accounts each month - - form 101 covering travel expenses, and form-4 covering station expenses.

6. In view of the information already furnished to our men by Mr. Cox, indicating these items can be paid under certain conditions, what attitude will be taken toward their February expense accounts which will be submitted in the light of that letter? Will they be passed without question? Will it be necessary to request that labor and supply items be passed under waiver? Or will such items be suspended and the men required to resubmit them on form-4 vouchers?

Very truly yours,

(Sgd) H. A. Edson,

RKS

Senior Pathologist in Charge.

COPY

2. Would it be practicable to pay for temporary labor where the proceeds cannot be induced to accept payment on Form-4, and Form statement to that effect is included in the account?

3. If payment cannot be made for problems of supplies or temporary labor without an exception to the regulations, is it practicable on theory of necessity to secure the Secretary's approval to such an exception for both or either of these items?

4. Can such approval be secured through the medium of an amendment to a letter of authorization, prepared for the Secretary's signature?

5. If such funds cannot be used under any conditions for either or both of these purposes, shall we advise our men that they are to pay for such items out of their own funds and submit Form-4 reimbursement vouchers covering such charges? This would necessitate the submission of two accounts each month - - Form 3-1 covering travel expenses, and Form-4 covering utility expenses.

6. In view of the information already furnished to our men by us, Form, indicating these items can be paid under certain conditions, what attitude will be taken toward their February expense account which will be submitted in the light of this letter? Will they be paid without question? Will it be necessary to request that Form 3-1 and Form 4 be passed under waiver? Or will they have to be withheld and the men notified to resubmit them on Form-4 as claims?

Very truly yours,

(Sgd) E. A. Moon,

Chief Disbursing Officer.

EAM:

CC:

BUREAU OF PLANT INDUSTRY
Washington

Office of Cereal Investigations. March 3, 1925.

Mr. H. E. Allanson,
Assistant to the Chief,
Bureau of Plant Industry.

Dear Mr. Allanson:

I have some interesting letters from State leaders in barberry eradication relative to the payment of necessary operating expenses other than travel and subsistence items from advance funds. I enclose copies of letters received from R. O. Bulger, G. C. Curran, and Wayne E. Leer.

Any adjustment that will permit our field men to pay the smaller items of labor and station expenses in cash either from advance funds or from personal funds will be greatly appreciated.

Very sincerely yours,

(Sgd) H. S. Smith,

Assistant Administrative Officer.

HSS:SS
Enclosures.

Copy

Office of Green Investigations.

March 2, 1926.

Mr. F. E. Clements,
Employed by the State,
Bureau of Plant Industry.

Dear Mr. Clements:

I have your interesting letter from Palo Pinto in Northwest Mississippi relative to the journal of measuring curvature of other long travel and adjustments from Washington State. I amply guide of letters received from E. C. Meiger, E. G. Cooley, and Wayne H. Lyer.

My department that will result our field use to my the analyze lines of labor and obtain averages in each district from observations made or from personal funds will be greatly appreciated.

Very sincerely yours,

(Sgd) W. E. Smith,

Assistant Administrative
Officer.

RMC:DS
Enclosure.

Dow

State College Station
Box 66
Brookings, S. Dak.
Feb. 23, 1925.

Mr. H. S. Smith,
Office of Cereal Investigations,
Washington, D. C.

Dear Mr. Smith:

I have your letter of February 18, calling attention to my reimbursement voucher for the month of January. Attention is directed to several telephone calls, Western Union messages, and storage of government trucks. Mr. Cox mentions that paragraph 57 of the fiscal regulations limits the advance of funds to actual traveling expenses and per diem, consequently making it appear that the above expenses should be submitted on form 5 voucher.

I have referred to paragraph 57 and have read its content, however, there must be a more liberal interpretation of its meaning. Surely I would not be expected to submit a form 5 voucher in the event I would purchase minor supplies. It has been my custom in the past to submit these items along with my regular traveling and field expenses. It would be undesirable, and sometimes impossible to ask a dealer to sign one of these form 5s and wait for his money until he could be paid by check from the Government for some minor purchase. I do not mean to be suggesting changes for the fiscal regulations, but I am wondering if a more liberal interpretation can not be made.

Kindly let me call attention to paragraph 33-i, fiscal regulations, relating to travel expenses defined. "Expenses incurred for telegraph, cable, wireless and telephone messages, when relating to the business for which travel is performed," are considered as travel expenses. The telephone calls, and Western Union messages for which charges were made in my January account, were incident to the business for which travel was necessary. Storage of cars is also considered under travel expenses requiring subvouchers in excess of $2.00. However, the storage charges made referred to winter storage on Government-owned trucks.

You mention Mr. Zappone's statement that he will accept payments for miscellaneous purchases where the dealer absolutely refuses to extend credit. In the case of my present telephone charges I am sure this is correct, since the telephone system is owned by the City and payment is required at the end of each month, there being no credit extended. In the case of the storage of government trucks it is somewhat different. However, I had an understanding with the Automobile Company that I would pay at the end of each month for these charges, consequently I have paid them in cash and submitted the amounts on a regular sub-voucher. It would be somewhat difficult to obtain a refund from the telephone, telegraph and automobile companies of the money already paid them.

Mr. L. E. Smith,
Office of General Investigations,
Washington D. C.

Dear Mr. Smith:

I have your letter of January 12, calling attention to my expenditure report for the month of January. Attention is directed to several telephone calls, Western Union messages, and charges of personal travel. Mr. Sam Smithers this passed on by the Board regarding these the authority of Chief to submit investigation expenses and per diem. Accordingly, adding it appears that the above expenses should be submitted on form 2 voucher.

I have returned to Washington 27 and have read the contract, however, there seem to be a more liberal interpretation of the meaning. Surely I would not be expected to submit a form 2 voucher if the event I would preferably allow travelling. If the boss my crushes in the mail to submit these items form 2 with my regular travelling and field expenses. It would be laborious, and sometimes impossible to get a decision on one of these form 2s and mail for my money until it would be held by Chief Free the Department for some time previous. I do not mean to be suggesting changes but the liberal regulations, but I am considering if a more liberal interpretation can not be made.

Finally let me call attention to paragraph 2-1, Travel Regulations, relating to travel expenses defined. Expenses incurred for telegraph, cable, wireless and telephone messages, when relating to the business for which travel is performed, are considered as travel expenses. The telephone calls, and Western Union messages for which charges were made in my January account, were incident to the business for which travel was necessary. Charge of note is also considered under travel expenses regulations in notes of 2-1-2. However, the charges charges that related to minor errands on Government-owned trucks.

For months Mr. Kennedy's statement that he will accept expenses for miscellaneous purchases when the amount absolutely refuses to extend credit. In the case of my present telephone charges I am sure this is correct, since the telephone rental is owed by the City and payment is required at the end of each month, there being no credit extended. In the case of the storage of Government trucks it is somewhat different. However, I had an understanding with the automobile company that I would pay at the end of each month for these charges, consequently I have paid them in cash and submitted the amount on a regular voucher. It would be somewhat difficult to obtain a refund from the telephone, telegraph and automobile companies of the money already paid them.

Will you kindly advise me if I have understood this matter correctly, also if it is necessary to submit any more information relative to the present matter.

Very truly yours,

(Signed) Raymond O. Bulger,
State Leader, Barberry
Eradication.

ROB:DEB

Copy

Box 72,
Urbana, Ill.
Feb. 19, 1925.

Mr. H. S. Smith,
Office of Cereal Investigations,
Bureau of Plant Industry,
Washington, D. C.

Dear Mr. Smith:

Your letter of February 16 in regard to using advance of funds for the payment of traveling expenses only has been received.

Last year about this time, I was criticized for using so many form 3's and 5's. You advise me in view of the fact that I had an advance of funds to make as many payments myself as possible.

I am expending funds all the time for things that can not be handled with a form 3 or 5. All the time I have been in Illinois, I have paid the telephone rent in cash each month. Small purchases of office supplies are paid in cash. Express on barberry panels is paid in cash. Small repairs in Government trucks are paid in cash. The rent on an adding machine is paid in cash. The Post Office Department requires that box rent should be paid in cash in advance. If form 3 or 5 vouchers are prepared for all these items it is going to impose a lot of work upon all of us. I like to use a form 3 or 5 for payment of services or supplies if the amount is quite large, but to use a form 3 or 5 for every small purchase is a lot of trouble. Your letter states that if credit can not be secured from dealers then cash payment can be made with a detailed statement showing the necessity for including such items in the account.

If all these field and station expenses have to be paid with a form 3 or 5, I am willing to drop my advance of funds. The five dollars per year that is paid for a bond can be used to pay interest on temporary loans at the bank on money borrowed for expenses. It probably would be best to submit all my expenses hereafter on a form 4.

I think you can readily see how this ruling complicates things for us. If you advise I shall send in the balance due on my advance of funds, and submit all claims for expenses hereafter on a form 4.

Yours truly,

(Signed) Gordon C. Curran,
State Director, Barberry
Eradication in Illinois.

Copy

Box 95,
Dixon, Ill.
Feb. 19, 1937.

Mr. E. S. Smith,
Office of Overall Travel Auditor,
Bureau of Plant Industry,
Washington, D. C.

Dear Mr. Smith:

Your letter of February 13 is typical in making reference of hours for the payment of travelling expenses only that has been received.

Just long enough this time I was criticized for being so long from Site and Sir. Jon editor on it also if did that that I had no chance of fault to some in some practice upset as possible.

I am expecting from all the time in, Sidney that can not be handled with a form 2 or 3. All the time I have been in Illinois, I have paid for telephone rent in each town which. Small purchases of office supplies are paid in cash. Expense on harmony public is paid in cash. Small repairs in Government trucks are paid in cash. The road on an adding machine is paid in cash. The Post Office Department requires that for that should be paid in cash in advance. If from 2 or 3 vouchers are required for all these items it is quite to figure on lot of work when all of us. I like to use a form 2 or 3 for payment of lighted or supplies if the amount is quite large, but to use a form 2 or 3 for every small purchase is a lot of trouble. Your letter states that if credit can not be secured from dealers this cash payment can be made with a medical statement showing the necessity for immediate such items in the amount.

If all these field and station agents have to be paid with a form 2 or 3, I am willing to pay by reference of them. The time taken per year that is made for a bond can be used to pay interest on necessary items at the bank on money borrowed for insurance. In probably would be best to submit bill by expense portfolio on a form 4.

I think you can readily see the bill paying requisite taking me. If the option I could send in the business the on my expense of month. Can account all claims for expense travelling in a form 4.

Yours truly,

(Signed) Morton E. Brown,
State Director, Berberry
Horticulture in Illinois.

Copy.

COPY

Agricultural Experiment Station,
Lafayette, Indiana,
February 19, 1925.

Mr. H. S. Smith,
Office of Cereal Investigations,
Bureau of Plant Industry,
Washington, D. C.

Dear Mr. Smith:-

Your letter of February 26th, relative to the use of advance funds, has been received. Will it be sufficient to add a note at the end of each Form 101 to the effect that "Cash payments for the miscellaneous supplies and payments herein claimed were necessary?" If the accounting office desires to interpret paragraph 57 of fiscal regulations to the exact letter, then it seems to me that it will be necessary for state leaders in barberry eradication to submit two expense accounts at the end of each month; a Form 101 in connection with travel under advance of funds, and a Form 4 to take care of the expenses incurred in connection with our work at headquarters such as storage on Government-owned trucks, telephone rent, automobile repairs and other miscellaneous expenses where cash payments are required and where the people concerned do not care to wait for payment by Form 5 vouchers. It will be very difficult and laborious to submit Form 5 vouchers for the various purchases and payments necessary in connection with our work, and it seems to me that it would greatly increase your work to have an endless number of Form 5 vouchers coming in for minor purchases and payments.

Very truly yours,

(Signed) Wayne E. Leer
State Leader,
Barberry Eradication in Indiana.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 18, 1925.

MEMORANDUM No. 515

Amendment to the Fiscal Regulations.

Section (f) Paragraph 33 of the Fiscal Regulations of the Department is hereby amended to read as follows:

33. ACTUAL TRAVELING EXPENSES.-

(f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at docks and 10 cents for each piece in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station porters, will not be allowed in Mississippi, Tennessee or Arkansas.

In a recent decision of the Comptroller General of the United States (4 Comp. Gen., 410) it was held that fees to station porters for the carrying of heavy hand baggage do not constitute a "gratuity" or "tip" within the meaning of the antitipping laws, and that employees are entitled to reimbursement for fees paid to station porters. The above regulation is therefore amended accordingly. The change is made because heretofore porter fees were not allowed in anti-tipping States by the regulations.

Howard M. Gore
Secretary.

January , 1925.

MEMORANDUM No.

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Secretary.

January , 1922.

[illegible]

Amendment in the Final Regulations.

Section (4) of the Final Regulations of the Department is hereby amended to read as follows:

"4. ARRIVAL TRAFFICKING REGULATIONS.—

(1) The admission and performance of Sources of Supply, Agents, or Agents upon arrival and departure, subject to payment and in excess of prevailing rates, and provided not to exceed 25 cents at Ports and 10 cents for each place in any other ports provided. That Section of Plate Less Replacement for the payment of any payer the Immigration Regulations, either then in effect, will not be allowed in Bilateral, Indirects or Airports.

In a recent decision of the Comptroller General of the United States (A Cum. Dec. 210) it was held that a carrier relieved for the carrying of heavy food things do not constitute a "prohibited" or "illegal" within the meaning of the prohibition law, and that no charges are entitled to reimbursement for free paid in United States The above regulation is therefore manifestly inoperative. The charge in gale because Regulations porter face were not allowed in Bilateral States by the Commissioner.

Secretary.

FISCAL REGULATIONS.

33. ACTUAL TRAVELING EXPENSES.-

(f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at docks and 10 cents for each piece in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station porters, will not be allowed in Mississippi, Tennessee or Arkansas. [will not be allowed in Mississippi or Tennessee, nor will fees paid hotel porters in Arkansas be reimbursed.]

New matter underscored _____.

Omitted metter in heavy brackets[[[ ]].

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

January , 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Herewith draft of proposed memorandum amending paragraph 33-f of the Fiscal Regulations, relating to actual traveling expenses. The reasons for the same are set forth in the memorandum itself, and is made necessary by a recent ruling of the Comptroller General regarding porterage. The amendment is as suggested by the Solicitor of the Department and the attached memorandum bears his initials. The exact changes are shown in a sheet accompaning the memorandum.

The Committee recommends that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

January , 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Herewith draft of proposed memorandum amending paragraph 33-f of the Fiscal Regulations, relating to actual traveling expenses. The reasons for the same are set forth in the memorandum itself, and is made necessary by a recent ruling of the Comptroller General regarding porterage. The amendment is as suggested by the Solicitor of the Department and the attached memorandum bears his initials. The exact changes are shown in a sheet accompaning the memorandum.

The Committee recommends that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

Mr. A. Zappone,
Chairman,
Advisory Committee on Finance
and Business Methods.

JAN 12 1925

Dear Mr. Zappone:

I have considered the attached file with reference to amending paragraph 33 (f) of the Fiscal Regulations, because of the decision of the Comptroller General of October 25, 1924, in which it was held that fees paid to station porters might be reimbursed as they were not tips under the anti-tipping laws of Georgia and Tennessee. In the memorandum of Mr. Ward of November 22, he sets forth a proposed amendment of this section of paragraph 33. In view of his proposed amendment which appears to allow more than the above mentioned Comptroller's decision covers, you suggest that the matter be submitted to the Comptroller General for a decision. However, after talking with Mr. Ward I find that he did not have in mind that fees paid to hotel porters were reimbursable under the decision. Accordingly, the amendment to paragraph 33 (f) is limited to allowing fees to station porters only and I see no necessity for submitting that question to the Comptroller General again. If the committee desires to amend this paragraph of the Regulations because of the above Comptroller General's decision the following language will accomplish the purpose.

> (f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at docks and 10 cents for each piece in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station porters, will not be allowed in Mississippi, Tennessee or Arkansas.

The file is returned herewith.

Very truly yours,

C. M. Boyle

Assistant Solicitor.

Encls.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

November 22, 1924.

MEMORANDUM FOR CHIEF INSPECTOR.

Dear Mr. Ashley:

In response to your request for a comment on Mr. Zappone's memorandum of November 4 with reference to a proposed amendment to Paragraph 33-f of the fiscal regulations, I take the liberty of attaching hereto copies of the anti-tipping laws for the states of Arkansas, Mississippi, and Tennessee. The decision of the Comptroller General accompanying Mr. Zappone's suggestion permits the payment of porter fees in the state of Tennessee for the reason that the statute does not specifically apply to station porters. A careful reading of the statutes of the other states discloses the fact that they do not in terms refer to station porters nor do they include station porters by as strong an implication as do the laws of Tennessee.

Under these circumstances I recommend that Paragraph 33-f of the fiscal regulations be amended by striking out the entire proviso, leaving the paragraph as amended to read as follows:

> 33f. The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25¢ for each piece of baggage at docks, and 10¢ for each piece in any other case.

This suggestion is predicated upon the thought that no advantage can accrue from having the regulations more restrictive than the statutes.

Very truly yours,

Herbert S. Blair

Inspector.

Mr. Zappone:-

Under date of Oct. 25, the Comptroller General rendered a decision on "tipping" which will necessitate a modification of the Fiscal Regulations of the Department. It is recommended that the paragraph affected read as follows:-

33f. The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage not to exceed 25 cents at ~~and~~ docks, and 10 cents for each piece in any case; Provided, that because of State laws reimbursement for the payment of any porter fee herein mentioned will not be allowed in Mississippi, nor will fees paid hotel porters in Arkansas, and Tennessee be reimbursed. (Modified; effective , 1924.

The Comptroller General decides that a reasonable fee to a station porter for carrying hand baggage does not constitute a "tip" within the meaning of the anti-tipping laws of Tennessee.

Respectfully,

W. G. Small

(COPY)

Mr Zapfone
For your information
Resp
EEA
10/31/24

COMPTROLLER GENERAL OF THE UNITED STATES
Washington

A-3015

October 25, 1924.

J. F. Bethune, secretary and special disbursing agent, United States Tariff Commission, requested March 4, and April 26, 1924, review of so much of settlements Nos. C-4284-Ms of December 15, 1923, and C-7606-Ms of March 4, 1924, as disallow in his accounts payments aggregating $1.70 representing fees paid to station porters in Georgia and Tennessee, which States have anti-dumping laws. In support of his request for review he submits the proposition that fees to station porters are not tips within the ordinary meaning of that term as used in the anti-tipping laws, and states in that connection:

"The so called tips in question were paid to station porters at Johnson City, Tenn., for carrying hand baggage. My information is that these porters are employed by the Southern Railway to perform certain duties for which they receive very small salaries; that they are not required to carry hand baggage for passengers, but are permitted to do so for those passengers who desire their services."

Section 1 of the Georgia law, act of August 19, 1918, provides:

"Section 1. Be it enacted by the General Assembly of the State of Georgia and it is hereby enacted by the same, That from and after the passage of this act it shall be unlawful for any employee or servant of any hotel, common carrier or sleeping car company, restaurant, barber shop or other public place, or of any person, firm or corporation to solicit or receive any gratuities or 'tips' for the purpose, or with the intent of influencing the action of said employee in relation to the employer's business, from the guests or patrons of such hotel, restaurant, barber shop or other public place, or of such person, firm or corporation."

Section 2 of the Georgia law makes it unlawful for the employer to "knowingly permit" the receipt of tips; section 3 prohibits the giving of tips, and section 4 requires the posting of "No tipping" notices.

The Sections of the Tennessee Code, 1917 edition, on the subject of tipping are as follows:

"6888a-31. It shall be unlawful in this state for any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company to willfully allow any person in its employ to receive any gratuity, commonly known as a 'tip', from any patron or passenger, and it shall be unlawful for any patron of any hotel, restaurant, cafe, barber shop, dining car, or any passenger on any railroad train or sleeping car to give any employee any such gratuity, and it shall be unlawful for any employee of any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company to receive any gratuity or tip. (1915, ch. 185, sec. 1).

"6888a-32. By 'gratuity' or 'tip' as used in this act is meant any extra compensation of any kind which any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company, or the manager, officer, or agent thereof in charge of the same allows to be given an employee or which any person gives to any employee, or which is received by any employee and is not a part of the regular charge of the hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company for the thing bought or service rendered, or a part of the services which by contract it is under duty to render. * * * (1915, ch. 185, sec. 2)

"6888a-33. Each hotel shall post notices of this act in the office and in in each room, and each restaurant, cafe, and barber shop shall post at least two notices of this act in two conspicuous places in the same, and each dining car, railroad or sleeping car company doing business within this state shall post two notices of this act in conspicuous places in each sleeping car, and each cafe, hotel, or dining car operator shall have printed in a conspicuous place on their menu cards or bills of far a synopsis of the provisions of this act. (1915, ch. 185, sec. 3)."

The Georgia law prohibits gratuities or tips given or received for the purpose of "influencing the action of said employee in relation to the employer's business." As the fee to a station porter is not given in advance but after the service has been rendered, the payment thereof could not be said to have influenced the porter in connection with his employer's business; i.e., fees paid to station porters in Georgia after the rendering of service and in payment for carrying hand baggage to and from trains do not come within the prohibition of the Georgia anti-tipping law. (The Georgia law was repealed Aug. 18, 1924).

The Tennessee law does not specifically refer to station porters, except in so far as they may be considered employees of a railroad, and the law specifically defines gratuities or tips as "extra compensation not a part of the regular charge * * * for service rendered or a part of the services which

"SECTION-72. It shall be unlawful in this state for any person, partnership, firm, further some, dealing over, military concerns or employing any company to utilizing either any person in the employ to receive any property, commonly known as a 'lift', from any person or partnership, and it shall be unlawful for any person of any nation, partnership, firm, further some, dealing over, or any partnership or any military concerns or employing one to give any employee any such property, and it shall be unlawful for any employee of one nation, partnership, firm, further some, dealing over, military concerns or employing one company to receive any property or tip. (1933, ch. 148, sec. 1).

"SECTION-73. If 'property' or 'lift' or tips is given or received in violation of any of the above sections, partnership, firm, further some, dealing over, military concerns or employing one company, or the employer, officer, or agent thereof is guilty of the same offense to be given or employee or other person given to our employee, or which is received by any employee but is not a part of the regular income of the person, partnership, firm, further some, dealing over, military concerns or employing one company for the thing received or service rendered, or a part of the earnings which by contract it is under duty to render. * * * (1933, ch. 148, sec. 2).

"SECTION-74. Such total shall pass ownership of this act to the officer and in such case, and such ownership, only, not having other shall pass ownership the failure of this act to two consecutive years in the same, and such death, relinquishment or change of the employee shall also not pass ownership of this act to consecutive years in such case, and such death or change of the employee shall be considered in such case, but, or during one year shall have ceased in a consecutive year to have such ownership or this act for a period of the provisions of this act. (1933, ch. 148, sec. 3)."

The foregoing law specifically prohibits or bars employees or employees from the receipt of "gratuities" from patrons of such employee in violation of the employer's business." In the fact it is further order to act given to change and after the service has been rendered, the payment thereof would not be only in more infringement the person in connection with the employer's business, i.e., have paid to public waiter in Georgia after the rendering of service and is imposed for employee and Georgia is not from issue it not such right. The prohibition of the Georgia anti-tipping law was repealed on 14, 1937.

The business law was not constitutionally valid in public waiters, since it was not one that may be considered employee of a national, and the law constitutionally without qualifications to find to "under consumption not a part of the regular income * * * for service rendered or a part of the earnings which by contract it is under duty to render."

by contract it is under duty to render." The section requiring the posting of notices does not require such notices to be posted in railroad stations, thus indicating that it did not contemplate prohibiting fees to station porters.

Furthermore, it is a matter of general knowledge that station porters are not required to carry hand baggage to and from trains for all passengers, or at least do not do so, except in anticipation of the payment of a fee for the service so rendered. Services of station porters are not recognized as a part of the service to which the purchase of a railroad ticket entitled the passenger. A reasonable fee to a station porter for carrying hand baggage does not therefore constitute a "gratuity" or "tip" within the meaning of the anti-tipping laws of Georgia or Tennessee when incurred by reason of heavy hand baggage, the payment thereof in accordance with existing regulations constitutes a necessary expense of transportation.

Upon review the settlements are reversed as to the items in question and a difference of $1.70 is certified for credit in Mr. Bethune's accounts.

(Signed)

J. R. McCarl
Comptroller General.

MISSISSIPPI.

Hemingway's Annotated Code 1917.

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CHAPTER 66.

TIPPING.

3235. To prohibit practice of allowing tips in public eating places.---1. It shall be unlawful in this state for any hotel, restaurant, cafe, dining car railroad company or sleeping car company to knowingly allow any person in its employ to receive any gratuity, commonly known as a "tip," from any patron or passenger; and it shall be unlawful for any patron of any hotel, restaurant, cafe, dining car or any passenger on any railroad train or sleeping car to give to any employe any such gratuity; and it shall be unlawful for any employe of any hotel, restaurant, cafe, dining car railroad company or sleeping car company to receive any gratuity or "tip." (Laws 1912, ch. 136. In effect March 1, 1912.)

3236. The term "tip" defined.---2. By gratuity or "tip," as used in this act, is meant any extra compensation of any kind which any hotel, restaurant, cafe, dining car railroad company, or sleeping car company, or the manager, officer, or any agent thereof in charge of same, allows to be given an employe, or which any person gives to any employe, or which is received by any employe, and is not a part of the regular charge of the hotel, restaurant, cafe, dining car railroad company or sleeping car company, which is not a part of its regular charge for the thing bought or services rendered, or a part of the service which by contract it is under duty to render. No hotel, restaurant, cafe, dining car railroad company or sleeping car company shall evade this act by adding to the regular charge, directly or indirectly, anything intended for, or to be used, or to be given away as a gratuity or tip to the employe. All charges made by the hotel, restaurant, cafe, dining car railroad company or sleeping car company must be made by it and be in good faith a charge for the service which it renders exclusive of the service which it furnishes through its employes. (Laws 1912, ch. 136. In effect March 1, 1912.)

3237. Copy of act to be conspicuously posted.---3. Each hotel shall post a copy of this act in the office and in each room, and each restaurant and cafe shall post at least two copies of this act in two conspicuous places in same, and each dining car railroad or sleeping car company doing business within this state, shall post two copies of this act in conspicuous places in each passenger coach or sleeping car. (Laws 1912, ch. 136. In effect March 1, 1912.)

3238. Penalty for violating provisions of this act.---4. Any hotel, restaurant, cafe, dining car railroad company or sleeping car company, and the manager, officer, or agent of same in charge, violating this act, or wilfully or negligently allowing the same to be violated in any way, shall each be subject to a penalty not to exceed one hundred dollars for each tip allowed to be given. If any person shall give any such employe any gratuity or tip, such person shall be subject to a fine of not more than fifty dollars for each offense. If any of the above employes shall receive any gratuity or tip, he shall be subject to a fine of not more than fifty dollars. If the hotel, restaurant, cafe, dining car

railroad or sleeping car company fail, neglect, or refuse to post this act as required herein, such hotel, restaurant, cafe, dining car railroad or sleeping car company shall be subject to a fine not to exceed one hundred dollars for every day it shall so fail. (Laws 1912, ch. 136. In effect March 1, 1912.)

(There is no penalty for failure of hotel, restaurant, cafe, dining car railroad or sleeping car company, to post the act. State v. Angelo, 109 Miss. 624, 68 So. 918.

Laws 1912, ch. 136, Sec. 3, makes criminal only the failure to post copies of the anti-tipping statute in passenger coaches actually in use for transporting passengers. State v. Southern R. Co., _____ Miss. _____. 72 So. 837.)

3239. Grand juries to be especially instructed.---5. It shall be the duty of the circuit judges to specially call the attention of the grand jury to the provisions of this act at each term of the court. (Laws 1912, ch. 136. In effect March 1, 1912.)

ARKANSAS.

Digest of Statutes 1921.

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XII.
Miscellaneous Offenses.

A. Acceptance of Tips.

Sec. 2849. By employee at hotel, etc. It shall be unlawful for any steward, waiter, porter or other employee at any hotel, restaurant, cafe, or eating house in the State of Arkansas to solicit or receive either directly or indirectly, or for any proprietor or manager of any such hotel, restaurant, cafe, or eating house, to permit any such steward, waiter, porter or other employee to receive, either directly or indirectly, from any guest or patron any gift, compensation or honorarium, or gratuity commonly known as a "tip." Act February 25, 1913, p. 364, Sec. 1.

Sec. 2850. By employee of sleeping or dining car. It shall be unlawful for any porter or other employee of any sleeping car company or dining car company or corporation or carrier operating any sleeping car or dining car in this State, to receive, either directly or indirectly, any gratuity or compensation commonly known as a "tip," and any sleeping or dining car company or any common carrier or corporation operating a sleeping or dining car in this State that permits an employee to accept or receive any gratuity or compensation commonly known as a "tip" shall be guilty of a misdemeanor. Id. Sec. 2.

Sec. 2851. Penalty. Any person, firm, corporation or common carrier violating any of the provisions of this act shall be punished by a fine of not less than ten dollars nor more than twenty-five dollars. Id. Sec. 3.

TENNESSEE.

1918 Edition
Thompson's Shannon's Code/ - Art. XXXVI.

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Sec. 6888a-31. Unlawful to give or receive tips; to whom this act applies.--It shall be unlawful in this state for any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company to willfully allow any person in its employ to receive any gratuity, commonly known as a "tip," from any patron or passenger, and it shall be unlawful for any patron of any hotel, restaurant, cafe, barber shop, dining car, or any passenger on any railroad train or sleeping car, to give any employee any such gratuity, and it shall be unlawful for any employee of any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company to receive any gratuity or tip. (1915, ch. 185, sec. 1.)

Sec. 6888a-32. "Gratuity" or "tips" defined; no evasion by adding to regular charge.--By "gratuity" or tip as used in this act, is meant any extra compensation of any kind which any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company or the manager, officer or any agent thereof, in charge of same, allows to be given an employee or which any person gives to any employee, or which is received by any employee, and is not a part of the regular charge of the hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company for the thing bought or service rendered, or a part of the services which by contract it is under duty to render. No hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company shall evade this act by adding to the regular charge, directly or indirectly, anything intended for or to be used or to be given away as a gratuity or tip to the employee. All charges made by the hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company must be made by it in good faith, a charge for the service which it renders, exclusive of the service which it furnishes to its employees. (Id., sec. 2.)

Sec. 6888a-33. Notices to be posted, where.--Each hotel shall post notice of this act in the office and in each room, and each restaurant, cafe and barber shop shall post at least two notices of this act in two conspicuous places in same, and each dining car, railroad or sleeping car company doing business within this state, shall post two notices of this act in conspicuous places in each sleeping car, and each cafe, hotel or dining car operator shall have printed in a conspicuous place on their menu cards or bills of fare, the synopsis of the provisions of this act. (Id., sec. 3.)

Sec. 6888a-34. Penalty for violations.--Any hotel, restaurant, cafe, barber shop, dining car, railroad or sleeping car company and the manager, officer or agent of same in charge, violating this act or willfully allowing the same to be violated in any way shall each be subject to a penalty of not less than ten dollars nor more than fifty dollars for each tip allowed to be given. If any person shall give an employee any gratuity or tip each person shall be subject to a fine of not more than twenty-five dollars nor less than five dollars for each offense. If any of the above employees shall receive any gratuity

[illegible]

or tip, he or she shall be subject to a fine of not more than twenty-five dollars nor less than five dollars for each offense. Should any hotel, restaurant, cafe, barber shop, dining car, railroad company or sleeping car company fail, neglect or refuse to post notice of this act as required herein, such hotel, restaurant, cafe, barber shop, dining car, railroad or sleeping car company shall be subject to a fine not to exceed one hundred dollars for each day it shall fail. (Id., sec. 4.)

Sec. 6888a-35. Charge to grand juries.--It shall be the duty of the circuit judges and the courts of like jurisdiction to especially call the attention of the grand jury to the provisions of this article at each term of the court. (Id., sec. 5.)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 3, 1925.

MEMORANDUM No. 516

Amendment to the Property Regulations.

Paragraph 248 of the Property Regulations of the Department is hereby amended to read as follows:

> 248. SALE OF OFFICIAL COTTON STANDARDS.- Practical forms of the official cotton standards of the United States may be furnished to any person, subject to the conditions of, and upon compliance with, the rules and regulations of the Secretary of Agriculture under the United States cotton futures act and the United States cotton standards act. Moneys received from the sale of such purchased forms may be expended for the purchase of other cotton for such use.

The object of this amendment is to permit the use of moneys received from or in connection with the sale of cotton purchased for the preparation of practical forms of the official cotton standards and condemned as unsuitable for such use to be expended for the purchase of other cotton for such use. The old regulation provided that these moneys be turned into the Treasury as miscellaneous receipts, but the recent laws relating to this subject authorizes the use of the moneys as indicated above.

The amendment also specifically mentions the U. S. Cotton Standards Act, passed subsequent to the U. S. Cotton Futures Act, and the Department is now charged with the enforcement of the two Acts.

Howard M. Gore
Secretary.

February 3, 1925.

MEMORANDUM No. 516

Amendment to the Property Regulations.

Paragraph 248 of the Property Regulations of the Department is hereby amended to read as follows:

> 248. SALE OF OFFICIAL COTTON STANDARDS.- Practical forms of the official cotton standards of the United States may be furnished to any person, subject to the conditions of, and upon compliance with, the rules and regulations of the Secretary of Agriculture under the United States cotton futures act and the United States cotton standards act. Moneys received from the sale of such purchased forms may be expended for the purchase of other cotton for such use.

The object of this amendment is to permit the use of moneys received from or in connection with the sale of cotton purchased for the preparation of practical forms of the official cotton standards and condemned as unsuitable for such use to be expended for the purchase of other cotton for such use. The old regulation provided that these moneys be turned into the Treasury as miscellaneous receipts, but the recent laws relating to this subject authorizes the use of the moneys as indicated above.

The amendment also specifically mentions the U. S. Cotton Standards Act, passed subsequent to the U. S. Cotton Futures Act, and the Department is now charged with the enforcement of the two Acts.

(Signed)

Howard M. Gore

Secretary.

D)

Property Regulations.

248. SALE OF OFFICIAL COTTON STANDARDS.- Practical forms of the official cotton standards of the United States may be furnished to any person, subject to the conditions of, and upon compliance with, the rules and regulations of the Secretary of Agriculture under the United States cotton futures act and the United States cotton standards act. Moneys received from the sale of such purchased forms [[shall be turned into the Treasury as miscellaneous receipts]] may be expended for the purchase of other cotton for such use.

Omitted matter in heavy brackets [[ ]].

New language underscored _____.

Property Regulations.

248. SALE OF OFFICIAL COTTON STANDARDS.- Practical forms of the official cotton standards of the United States may be furnished to any person, subject to the conditions of, and upon compliance with, the rules and regulations of the Secretary of Agriculture under the United States cotton futures act and the United States cotton standards act. Moneys received from the sale of such purchased forms [shall be turned into the Treasury as miscellaneous receipts] may be expended for the purchase of other cotton for such use.

Omitted matter in heavy brackets [ ].

New language underscored _____.

DE

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

February 2, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump;

There is attached hereto draft of a proposed memorandum to amend paragraph 248 of the Property Regulations of the Department, relating to the sale of official cotton standards. The reasons for its issuance are set forth in the memorandum itself. The law authorizes that moneys received from the sale of purchased forms may be expended for the purchase of other cotton. This has been so for some time, but the old regulation, issued several years ago, provided that the moneys be turned into the Treasury as miscellaneous receipts. This matter was overlooked when the regulations were revised.

The Advisory Committee on Finance and Business Methods recommends that the attached memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

N Gappone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

L. N. Gray.

February 4, 1925.

MEMORANDUM NO. 517.

Prior approval of the Secretary and the Civil Service Commission required before assignment to duty of employees in Washington.

The attention of the various bureaus, divisions, and offices of this Department is invited to Paragraphs 404, 417, and 434 of the Administrative Regulations of the Department. These regulations require that the prior authority of the Secretary and the Civil Service Commission be secured before any person is employed or allowed to enter on duties in the Department in the District of Columbia. Also, that extensions of temporary appointments must be recommended in sufficient time before expiration to permit full consideration by the Civil Service Commission.

It is necessary at this time to call especial attention to the above regulations.

The Department has been embarrassed by having the Civil Service Commission call attention to the fact that its rules were not observed in instances where temporary appointees were allowed to enter upon duty prior to formal authority for such temporary appointment. The Commission has been advised that no such cases will be submitted in the future.

Bureaus should direct all officers handling personnel matters to carefully observe the above regulations and maintain an effective check against the assignment to duty of any person until the Secretary and the Civil Service Commission have approved the proposed appointment, transfer or reinstatement. Officers responsible for the employment and assignment of personnel will be held accountable for the observance of these instructions.

Howard M. Gore
Secretary.

EPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 4, 1925.

MEMORANDUM NO. 517.

Prior approval of the Secretary and the Civil Service Commission required before assignment to duty of employees in Washington.

The attention of the various bureaus, divisions, and offices of this Department is invited to Paragraphs 404, 417, and 434 of the Administrative Regulations of the Department. These regulations require that the prior authority of the Secretary and the Civil Service Commission be secured before any person is employed or allowed to enter on duties in the Department in the District of Columbia. Also, that extensions of temporary appointments must be recommended in sufficient time before expiration to permit full consideration by the Civil Service Commission.

It is necessary at this time to call especial attention to the above regulations.

The Department has been embarrassed by having the Civil Service Commission call attention to the fact that its rules were not observed in instances where temporary appointees were allowed to enter upon duty prior to formal authority for such temporary appointment. The Commission has been advised that no such cases will be submitted in the future.

Bureaus should direct all officers handling personnel matters to carefully observe the above regulations and maintain an effective check against the assignment to duty of any person until the Secretary and the Civil Service Commission have approved the proposed appointment, transfer or reinstatement. Officers responsible for the employment and assignment of personnel will be held accountable for the observance of these instructions.

Howard M. Gore
Secretary.

prior approval of the Secretary and the Civil
employees in Washington.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO.

~~Regulations against the assignment to duty of persons in Washington, D.C., before the~~ Prior approval of the Secretary and the Civil Service Commission required before assignment to duty of employees in Wash

The attention of the various bureaus, divisions, and offices of this Department is invited to ~~the following excerpts from~~ the revised Administrative Regulations, Paragraphs 404, 417 and 434 of the Dept

PARAGRAPH 404. * * * No appointment, promotion, demotion, or transfer of any person employed in the District of Columbia shall be made effective, nor shall any person appointed for service in the District of Columbia be allowed to enter upon the performance of his duties, until the recommendation for such action has been approved by the Secretary. * * *

PARAGRAPH 417. Every recommendation for an appointment, promotion, demotion, or other action effecting the salary of an employee of this Department must specify a definite date upon which the action recommended shall take effect, which date shall be subsequent to the date of the recommendation. * * *

PARAGRAPH 434. If the needs of the department require that a temporary appointment in the competitive service be made in the District of Columbia, pending the certification of eligibles for probational appointment, or for the performance of job service after the completion of which the service of a temporary appointee will no longer be required, or for duty pending the filling of a vacancy by transfer, reinstatement, or other action involving the issuance of a certificate by the Civil Service Commission, a temporary appointment can be made either from a civil service certificate or by the prior authority of the Civil Service Commission. Under no circumstances can a temporary appointment be made except upon such certificate of prior authorization.

In circumstances requiring the extension of a temporary appointment in the District of Columbia, therefore, it is imperative that a recommendation be made in sufficient time before the expiration of the original appointment to permit full consideration of each case by the Civil Service Commission. * * *

The ~~effect of the above quoted sections of paragraphs of the revised Administrative~~ Regulations ~~is as follows:~~ stipulate that

No ~~appointment~~, etc., in the District of Columbia shall be made effective, nor person appointed be allowed to enter on duties, until recommendation has been approved by the Secretary and the prior authorization of the Civil Service Commission required

~~Date action shall take effect shall be subsequent to date of recommendation.~~

employment extension of employment

Under no circumstances ~~can a~~ temporary appointment in the District of Columbia be made except upon prior authorization of ~~the Civil Service~~ Commission.

Extensions of temporary appointments must be recommended in sufficient time before expiration to permit full consideration by the Civil Service Commission.

It is ~~felt~~ necessary at this time to call especial attention to the above regulations and it is believed that by properly and promptly anticipating personnel changes practically all recommendations involving personnel in the District of Columbia can be approved by the Secretary and the Civil Service Commission before actual date effective.

The Department has been embarrassed by having the Civil Service Commission call attention to the fact that its rules were not observed in instances where temporary appointees were allowed to enter upon duty prior to formal authority for such temporary appointment. The Commission has been advised that steps have been taken to prevent such cases in the future.

Bureaus should direct all officers, handling personnel matters to carefully observe the above regulations and maintain an effective check against the assignment to duty of any person until the Secretary and the Civil Service Commission have approved the proposed appointment, transfer or reinstatement. Officers responsible for the employment and assignment of personnel ~~shall~~ will be held to a strict personal accountability for the observance of these instructions.

Secretary.

[illegible] necessary [illegible] obtained in the Statutes [illegible] administration of [illegible] rules.

[illegible] recommendations of these [illegible] recommendations must be [illegible] in sufficient time before [illegible] to permit full consideration by the Civil Commission.

It is about necessary at this time to call several attention to the [illegible] relations and it is believed that by proper [illegible] and generally [illegible] [illegible] and in the district of Columbia can be improved by the Secretary and the Commission before the annual date expiration.

The Department has been embarrassed by having the Civil Service [illegible] in instances where temporary appointees were allowed to enter upon duty [illegible] to formal authority for such temporary appointment. The Commission [illegible] individual that steps have been taken to prevent such cases in the [illegible].

[illegible] should direct all officers handling personnel matters to [illegible] observe the above regulations and maintain an effective check [illegible] compliance to duty of any person until the Secretary and the [illegible] Commission have approved the proposed appointment, transfer [illegible] reinstatement. Officers are responsible for the employment and assignment [illegible] of these instructions.

Secretary.

The Honorable

The President of the U. S. Civil Service Commission.

Dear Mr. Deming:

I have your letter of January 28, (X/FWB/HM), regarding the employment of Miss Ernestine Jennett as Assistant Translator in the Office of Crop Technology, in the Bureau of Plant Industry without prior approval of the Commission. This matter has been brought to the attention of the Chief of the Bureau employing Miss Jennett, and it is believed that there will be no recurrence of a case of this kind in that bureau, or any of the other bureaus of the Department. In addition, I am circularizing a memorandum, a copy of which is enclosed, calling the attention of the various bureaus of the Department to regulations regarding prior authority for employment in Washington, and stressing the fact that no person shall be assigned to duty here until the Civil Service Commission has previously approved the appointment.

I regret the circumstances incident to the employment of Miss Jennett, and appreciate your calling my attention to the matter. I trust with the instructions sent out to the various bureaus there will be no further cases of this character. The Department endeavors to comply with the rules of the Commission, and is desirous of maintaining the close cooperation which has existed heretofore.

Sincerely yours,

Secretary.

(Enclosure)

January 29, 1925.

MEMORANDUM FOR DR. W. A. TAYLOR.

Dear Dr. Taylor:

You will probably recall the case of Miss Ernestine Jennett, who was employed as an Assistant Translator in the Office of Crop Technology, from December 23, 1924, to January 5, 1925. As you know, the Department has experienced some difficulty in the matter of Civil Service approval for the appointment of Miss Jennett. The records show that we asked the Civil Service Commission for authority for her appointment on December 23, but in lieu of granting same, a certificate containing the names of three eligibles was issued. Your Bureau made objections to these three eligibles, which were in turn forwarded to the Commission, and, at the same time, renewed the request for authority for Miss Jennett's appointment.

It appears that the Commission is somewhat exercised about this matter and has written a letter, for my personal attention, regarding the irregularity of the procedure in putting her to work without their prior approval. Informally, I have been advised that the Commission had given serious consideration to the question of declining to authorize the appointment of Miss Jennett, which adverse decision would, of course, necessitate the payment of her salary by whoever was responsible for placing her to work. Officially, however, the Commission has finally decided to approve the employment of Miss Jennett from December 23, to January 5, because they state that if the case had been presented to them in advance, the temporary appointment, in all probability, would have been approved.

In view of the Commission's attitude in this matter, together with the fact that, for efficient personnel administration, it is absolutely essential to maintain harmonious working relations with them, it is believed that your division chiefs should be advised to be sure that hereafter no person is assigned to duty in Washington, D. C., without the prior approval of the Civil Service Commission. I am getting out a general numbered memorandum on this subject for the guidance of all the bureaus, but in view of the Commission's reaction in the above case, I am sending you this advance notice.

Sincerely yours,

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 19, 1925.

MEMORANDUM NO. 518

Uniformity in Signs, Notices, Directories, etc.

The Administrative Regulations of this department are hereby amended by inserting, after paragraph 722, the following:

723. Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE
Weather Bureau

U. S. DEPARTMENT OF AGRICULTURE
Forest Service
Northeastern Experiment Station

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate channels to the chief clerk of the department for authorization.

Howard M. Gore
Secretary.

MEMORANDUM NO._____

Uniformity in Signs, Notices, Directories, etc.

The Administrative Regulations of this department are hereby amended by inserting, after paragraph 722, the following:

723. Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE
Weather Bureau

U. S. DEPARTMENT OF AGRICULTURE
Forest Service
Northeastern Experiment Station

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate channels to the chief clerk of the department for authorization.

R M

Secretary.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

February 5, 1925.

Dear Mr. Jump:

As per your instructions in your pen memorandum of February 3, I have converted the material regarding office signs into the form of an administrative regulation. It will still require the signature of the Secretary, however.

Chief Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Fo

February 3, 1925.

MEMORANDUM NO._____

Uniformity in Signs, Notices, Directories, Etc.
etc

Insert

Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
Northeastern Experiment Station.

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate bureau channels to the Chief Clerk of the Department for authorization.

Secretary.

Fo

February 3, 1926.

MEMORANDUM NO._____

Uniformity in Signs, Notices, Directories, Etc.

Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
Northeastern Experiment Station.

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate bureau channels to the Chief Clerk of the Department for authorization.

Secretary.

February 1, 1933.

MEMORANDUM No. _____

Uniformity in Signs, Notices, Letterings, Etc.

Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the Department in all cabins, campgrounds, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subdivision. As a rule the name of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
Northwestern Experiment Station.

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate bureau channels to the Chief Clerk of the Department for authorization.

Secretary.

Fo

February 3, 1925.

MEMORANDUM NO._____

Uniformity in Signs, Notices, Directories, Etc.

Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
Northeastern Experiment Station.

Existing signs need not be changed but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor,, through appropriate bureau channels to the Chief Clerk of the Department for authorization.

Secretary.

February 4, 1919.

[illegible]

Authority in Ships, Quays, Warehouses, etc.

[illegible] the Department in all matters, [illegible] or military, [illegible] the work of the Department is [illegible] to the admission of the public.

The [illegible] of individual [illegible] would [illegible] the [illegible] or [illegible] type not larger than the first, and [illegible] by [illegible] [illegible] or [illegible] should [illegible]. The [illegible] [illegible].

G. C. [illegible],
[illegible].

G. E. [illegible],
[illegible] Service.
[illegible] Department [illegible].

[illegible] and is [illegible] any material deviation from the [illegible] specifications which may [illegible] should be [illegible] with a statement of the reasons therefor. Through [illegible] channels to the Chief [illegible] of the Department for authorization.

[illegible].

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

~~November~~ December, 1924.

Clean Copy

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

Wherever practicable, the following ~~standard~~ general form should be used hereafter in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come ~~second~~ next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. ~~but~~ As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service,
~~Southern~~ Northeastern Experiment Station.

Any material deviation from the foregoing specifications, with the reasons therefor, ~~must~~ should be submitted through appropriate bureau channels to the Chief Clerk of the Department for approval.

Secretary.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

November 12, 1924.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

It has been brought to the attention of the Advisory Committee on Finance and Business Methods by the Office of Inspection that signs, etc., in the field, indicating the location of the activities of the Department are very irregular in style and form. After considering the matter the Committee feels that wherever practicable a standard form should be used, and has accordingly prepared a memorandum to cover the case. It is therefore recommended that the attached memorandum be approved and promulgated.

Very respectfully,

A Gappone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

November 12, 1924.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

It has been brought to the attention of the Advisory Committee on Finance and Business Methods by the Office of Inspection that signs, etc., in the field, indicating the location of the activities of the Department are very irregular in style and form. After considering the matter the Committee feels that wherever practicable a standard form should be used, and has accordingly prepared a memorandum to cover the case. It is therefore recommended that the attached memorandum be approved and promulgated.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

December 31, 1934.

Mr. E. A. Duff.

Dear Sir, Duff:

In one item brought to the attention of the Advisory Commission on Finance and Business Methods by the Office of Conservation and Plan, etc., in the field, indicating the duplication of the activities of the Departments are very numerous in style and form. After consulting the Advisory the Committee feels that whatever practicable a standard form should be used, and has accordingly prepared a memorandum to cover the case. It is therefore recommended that the attached memorandum be approved and promulgated.

Very respectfully,

Chairman, Advisory Committee on Finance and Business Methods.

Enclosure.

November , 1924.

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

Wherever practicable, the following standard form should be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed by any other necessary or desirable subheading, but as a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE.
Forest Service,
Southern Experiment Station.

Any material deviation from the foregoing specifications, with the reasons therefor, must be submitted through appropriate bureau channels to the Chief Clerk of the Department for approval.

Secretary.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November , 1924.

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

Wherever practicable, the following standard form should be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed by any other subheading, ~~that may be desirable or necessary to show,~~ but as a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service
Southern Experiment Station.

Any material deviation from the foregoing specifications must be submitted through appropriate bureau channels to the Chief Clerk of the Department for approval.

Secretary.

Wherever practicable, the following standard form should be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, [illegible] where the work of the Department is brought to the attention of the public.

[illegible] bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed by any other subheading that may be desirable or necessary to show, but as a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE.
[illegible]
Southern Experiment Station.

U. S. DEPARTMENT OF AGRICULTURE.
[illegible]
[illegible]

October , 1924.

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

The following standard form should be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed by any other subheading that may be desirable or necessary to show, but the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau.

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service
(Southern Experiment Station)

U. S. DEPARTMENT OF AGRICULTURE,
~~Farmers' Seed Loan Office.~~

U. S. DEPARTMENT OF AGRICULTURE,
Bureau of Animal Industry,
(Hog Cholera Research)

Secretary.

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8—4819

October 16, 1924.

Mr. Ashley:

This matter was considered at the last meeting of the Finance Committee, and it was agreed that the Committee should recommend that a Secretary's memorandum be issued on the subject.

Please also note memorandum dated Oct. 15 just received from Mr. Kelleter.

A rough draft of the proposed memorandum is attached. Kindly suggest or make any changes therein that may seem necessary or desirable and return.

Respectfully,

[illegible]

Mr. Ashley: Please return this memorandum with your suggestions or revisions. [illegible] 10/16/24.

[illegible] real [illegible]
[illegible] of [illegible]
[illegible] and
[illegible]
[illegible], and
addition [illegible]
to the [illegible]
[illegible] Dept.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

Mr Ashby:—
Is it desirable to advertise or designate to the personnel designation of a lower officer as.
Weather Bureau
Chas F Marvin
Chief.

Would we not have authority Chief's absolute.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

October 18, 1924.

Mr. Zappone:

I am rather inclined to agree with Mr. Ward that we should omit the example which exhibits the name of a bureau officer. Otherwise I see no objection to the phrasing of the (- posed memorandum.

Ashley

MEMORANDUM No.

Uniformity in Signs, Notices, Directories, etc.

The following standard form should be used in indicating the location of offices and activities of the Department in all notices, memoranda, building directories, signs on buildings, windows, doors, etc., and all other places where the work of the Department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come second in type not larger than the first, and this may be followed ~~xx exakkax xxpa~~ by any other subheading that may be necessary or desirable ~~to show~~. The following are examples ~~should be followed:~~

U. S. DEPARTMENT OF AGRICULTURE,
Weather Bureau
~~Charles F. Marvin, Chief.~~

U. S. DEPARTMENT OF AGRICULTURE,
Forest Service
(Southern Experiment Station)

U. S. DEPARTMENT OF AGRICULTURE,
Farmers' Seed Loan Office,
Albuquerque, N. Mex.

U. S. DEPARTMENT OF AGRICULTURE
Bureau of Animal Industry
Hog Cholera Research.

Secretary.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DIRECTOR OF PURCHASES AND SALES

October 15, 1924.

MEMORANDUM FOR MR. ZAPPONE

Dear Mr. Zappone:

I find that the National Forest Manual on page 27(a) indicates the following to be the approved sign for supervisors' offices:

Forest Service
U. S. Department of Agriculture
Office Of
Olympic National Forest

There is no reference to such signs in the mimeographed revision dated October 20, 1923, and therefore, I assume the above indicated style still holds.

Very truly yours,

Director of Purchases
and Sales.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

October 6, 1924.

MEMORANDUM FOR MR. JUMP

Dear Mr. Jump:

In the attached memorandums Mr. Ward invites my attention to the irregular manner in which signs indicating the location of certain field offices of the department are prepared. I am wondering whether this is not a subject you would like to have the Committee on Finance and Business Methods consider with the view of the adoption of some standard form of legend.

Very truly yours,

Alex. McC. Ashley

Chief Inspector.

Encls.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

October 4, 1924.

MEMORANDUM FOR CHIEF INSPECTOR.

Dear Mr. Ashley:

While in New Orleans recently on a tour of inspection I had occasion to observe the following sign on a room occupied by the Forest Service in the Customs House at that point:

FOREST SERVICE
(Southern Experiment Station) Large Caps.
Department of Agriculture

Very truly yours,

Herbert S. Ward

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

October 4, 1924.

MEMORANDUM FOR CHIEF INSPECTOR.

Dear Mr. Ashley:

While in New Orleans on a recent tour of inspection I observed that the building directory of the Customs House, in which are located certain offices of the Bureau of Agricultural Economics, did not display such a title but had the offices listed under the following style: "U. S. Bureau of Markets."

This information is reported in the thought that a change should be effected.

Very truly yours,

Herbert S. Ward

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

October 4, 1924.

MEMORANDUM FOR CHIEF INSPECTOR.

Dear Mr. Ashley:

While in the city of Forth Worth, Texas, on a recent tour of inspection I observed that the following sign is painted upon the office window of one of the bureaus of this department:

BUREAU OF PUBLIC ROADS
U. S.
Department of Agriculture

Very truly yours,

Herbert S. Ward

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 20, 1925.

MEMORANDUM No. 519.

Amendment to the Fiscal Regulations.

Section (h) of Paragraph 33 of the Fiscal Regulations of the Department is hereby amended to read as follows:

33. ACTUAL TRAVELING EXPENSES.-

(h) Customary charges for subsistence (except as provided in 33-r) not to exceed $5 in any one day.

Subsistence will include the following expenses incurred when absent from official station:

1. Meals. In the absence of explanation of necessity the following table will govern the allowance of charges for meals taken en route upon departure from or arrival at official station:

Breakfast when departure is before or arrival is after 8 a. m.
Dinner when departure is before or arrival is after 1 p. m.
Supper when departure is before 7 p. m. or arrival is after 6 p. m.

x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x

In a decision of the Comptroller General dated January 27, 1925 (A-5786), it was held that the fixing by administrative regulations of 7 p. m. instead of 6 p. m. with reference to the evening meal on departure is acceptable as the establishment of a reasonable basis for accounting purposes and may be applied in the audit of accounts paid by a disbursing officer after promulgation of said regulation. The above regulation is therefore amended accordingly.

Howard M. Gore
Secretary.

Section (1) of Paragraph 33 of the Fiscal Regulations of the Department is hereby amended to read as follows:

33. ACTUAL TRAVELING EXPENSES.-

(1) Necessary expenses for subsistence (except as [illegible] in 33-r) not to exceed $5 in any one day. [illegible] allowance will include the following expenses incurred [illegible] except from official headquarters.

i. Meals. In the absence of explanation of necessarily additional meals, vouchers the allowance of expense [illegible] meals taken en route upon departure from or arrival at official station:

Breakfast when departure is before, or arrival is after 8 a.m.

Dinner when departure is before or arrival is after 1 p.m.

[illegible]

In a decision of the Comptroller General dated January 27, 1925 (A-5966), it was held that the taking by administrative representatives of V. A. Bureau of C. R. R. with [illegible] to the evening meal on departure is acceptable as the establishment of a [illegible] working purpose and may be availed in the [illegible] of accounts only a disbursing officer after promulgation [illegible] the above regulation is therefore amended

Fiscal Regulation.

33. ACTUAL TRAVELING EXPENSES.-

(h) Customary charges for subsistence (except as provided in 33-r) not to exceed $5 in any one day.

Subsistence will include the following expenses incurred when absent from official station:

1. Meals. In the absence of explanation of necessity the following table will govern the allowance of charges for meals taken en route upon departure from or arrival at official station:

Breakfast when departure is before or arrival is after 8 a. m.

Dinner when departure is before or arrival is after 1 p. m.

Supper when departure is before 7 p. m. or arrival is after 6. p. m.

x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x

New matter underscored _____.

Fiscal Regulation.

33. ACTUAL TRAVELING EXPENSES.-

(h) Customary charges for subsistence (except as provided in 33-r) not to exceed $5 in any one day.

Subsistence will include the following expenses incurred when absent from official station:

1. Meals. In the absence of explanation of necessity the following table will govern the allowance of charges for meals taken en route upon departure from or arrival at official station:

Breakfast when departure is before or arrival is after 8 a. m.

Dinner when departure is before or arrival is after 1 p. m.

Supper when departure is before 7 p. m. or arrival is after 6. p. m.

x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x

New matter underscored ____________.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

February 10, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Herewith draft of proposed memorandum amending paragraph 33(h) of the Fiscal Regulations of the Department. The reason therefor is set forth in the memorandum itself. It will permit allowance for the evening meal to travelers of the Department en route on official business up to 7 p. m. instead of 6 p. m. It is believed such charges to be just and that employees should be permitted to receive same.

The memorandum has been passed upon by the Solicitor of the Department and bears his initials.

The Advisory Committee on Finance and Business Methods recommends that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

A Gaynone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 19, 1925.

MEMORANDUM No. 520.

Amendment to the Fiscal Regulations.

Section (f) of paragraph 33 of the Fiscal Regulations of the Department is hereby amended to read as follows:

33. ACTUAL TRAVELING EXPENSES.-

(f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage for each piece not to exceed 25 cents at docks and 10 cents in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station or dock porters, will not be allowed in Mississippi, Tennessee or Arkansas.

This section was amended January 28, 1925, by Memorandum No. 515 so as to permit reimbursement for station porter fees paid by employees traveling in antitipping States, in accordance with 4 Comp. Gen., 410, in which it was held that fees paid to station porters for the carrying of heavy hand baggage do not constitute a "gratuity" or "tip" within the meaning of the antitipping laws. That amendment, as drawn, was ambiguous and was interpreted by the General Accounting Office to allow but 25 cents for the handling of baggage at docks, regardless of the number of pieces, whereas it is the intention to allow not to exceed 25 cents for each piece at docks. The purpose of this amendment is to clarify this ambiguity.

Howard M. Gore
Secretary.

FISCAL REGULATIONS.

33. ACTUAL TRAVELING EXPENSES.-

(f) The checking and porterage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and porterage for each piece not to exceed 25 cents at docks and 10 cents [for each piece] in any other case: Provided, That because of State laws reimbursement for the payment of any porter fee herein mentioned, other than to station or dock porters, will not be allowed in Mississippi, Tennessee or Arkansas.

New matter underscored _____.

Omitted matter in heavy brackets [ ].

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

February 19, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods submits herewith a memorandum proposing an amendment to paragraph 33(f) of the Fiscal Regulations. The reasons for the proposed amendment are set forth in the memorandum itself.

The Committee recommends that the attached memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

A Gossone

Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 9, 1925.

MEMORANDUM NO. 521

Effective March 9, 1925, and until further notice, James M. Locknane is designated Acting Director of Purchases and Sales for the Department.

For the present Mr. Locknane will also act as the representative of the Department on the Federal Purchasing Board and the Federal Specifications Board.

W M Jardine

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 9, 1925.

MEMORANDUM NO. 521

Effective March 9, 1925, and until further notice, James M. Locknane is designated Acting Director of Purchases and Sales for the Department.

For the present Mr. Locknane will also act as the representative of the Department on the Federal Purchasing Board and the Federal Specifications Board.

W M Jardine
Secretary.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 17, 1925.

MEMORANDUM NO. 522

Grain Futures Administration.

Mr. Chester Morrill having resigned from the Department, Dr. J. W. T. Duvel, in charge of the Chicago Office, is hereby designated as Acting in Charge of the Administration of the Grain Futures Act, effective March 13, and to continue until further order.

W M Jardine

Secretary.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 13, 1925.

MEMORANDUM NO. 523.

Packers and Stockyards Administration.

Mr. Chester Morrill having resigned from the Department, Mr. G. N. Dagger, Chief of Division of Rates and Practices, is hereby designated as Acting in Charge of the Administration of the Packers and Stockyards Act, effective March 13, and to continue until further order.

W M Jardine
Secretary.

EXECUTIVE ORDER.

Civil Service Rule VII, section 2, is amended by striking out the words "messenger boy, messenger girl" in the second paragraph and by substituting the words "General Accounting Office" for the words "Office of the Auditor for the Post Office Department." As amended paragraph five will read as follows:

> In the General Accounting Office: Operatives for the audit of accounts and vouchers for the Postal Service by means of labor-saving devices.

Section 6, Rule XI, will accordingly be amended to read as follows:

> 6. Operatives in the General Accounting Office for the audit of accounts and vouchers of the Postal Service by means of labor-saving devices, appointed without regard to the apportionment, shall not be promoted or transferred to apportioned positions, whether they are residents of States or Territories which are entitled to appointments to apportioned positions, or not, and said operatives shall not be assigned to other work.

These amendments have the effect of placing the positions of messenger boy and messenger girl in all departments and independent offices in the apportioned service and of rendering the incumbents of such positions eligible for promotion to apportioned positions upon such tests of fitness as the Civil Service Commission may prescribe. The title, "Office of the Auditor for the Post Office Department," has been changed to "General Accounting Office" to conform to the present name of the organization performing the work referred to in the Rules.

CALVIN COOLIDGE

The White House,
January 28, 1925.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 28, 1925.

MEMORANDUM NO. 525

Messenger Boys and Messenger Girls Placed in the Apportioned Departmental Service.

The attention of the various bureaus and offices of the Department is invited to an Executive Order, dated January 28, 1925, which has the effect of placing the positions of Messenger Boy and Messenger Girl in the apportioned Departmental service and of rendering the incumbents of such positions eligible for promotion upon such test of fitness as the Civil Service Commission may prescribe. In this connection the Civil Service Commission has outlined the following procedure for promotions, changes of designation, transfers, reinstatements, etc., of Messenger Boys and Girls:

1. Personnel Movements from Junior Messenger, Cu-1-1, to Assistant Messenger, Cu-2-1. -- This change may be made after prior approval of the Commission without further written examination, after the Junior Messenger has completed his six months' probationary period.

2. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to other classes of positions in the Custodial Service. -- Changes of this type, e.g., to Messenger, Cu-3-1, Senior (Skilled) Laborer, Cu-3-2, Subordinate Mechanic, Cu-2-3, Minor Mechanic, Cu-3-3, may be made after prior approval of the Commission without further written examination, provided that at the time the change is to take effect, the candidate has passed his eighteenth birthday. Of course, he must also have successfully completed his probationary period as Junior or Assistant Messenger, as the case may be. Where the change is to a class of positions in the Mechanic Group or the Guard Group, it is subject to a prior showing of proper qualifications, and form 375, fully executed, should be submitted with the Department's request.

3. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Clerical, Administrative, and Fiscal Service. --

(a) To classes of positions in the following classification Groups:

Clerk Group
Stenographer Group
Typist Group
Clerk-Typist Group
Clerk-Stenographer Group

Promotions or personnel movements to these classes of positions will be by competitive promotion examination in the same manner and in accordance with the same general regulations as exist at present for promotion of subclerical employees to the clerical grades (CAF-1, CAF-2, etc.). The customary semi-annual departmental clerical promotion examinations will hereafter be open to Junior Messengers and Assistant Messengers and they will be in competition for promotion with all others in the same bureau on the same promotion register. Those who happen to be on an existing open competitive register for a class of positions in CAF 1 or CAF 2 may, at their option, have their eligibility transferred to the promotion register at the time such register is formed, instead of taking the promotion examination. This will, of course, cancel their eligibility on the open competitive register. Details of these departmental clerical promotion examinations are, of course, given in the semi-annual announcements. Such promotion examinations will next be held in May, 1925.

(b) To classes of positions in the following classification Groups:

Operator, Office Devices Group
Photographer Group
Office Draftsman Group

Personnel movements to classes in one of these Groups may be made noncompetitively after such test of fitness as the Commission may prescribe. Generally the age limits, mental tests and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

4. Personnel movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Subprofessional Service. -- Personnel movements to classes of positions in this Service may be made noncompetitively after the candidate passes such test of fitness as the Commission may prescribe. Generally the age limits, mental tests, and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

5. Proof of Legal Residence. -- Messenger boys and girls who are at present in the service will not at once be required to prove legal residence and will not be charged to the apportionment until they are proposed for a personnel change requiring action by the Commission. It is suggested that when such time occurs, the Department's request be accompanied by Form 1030, executed by the candidate.

6. Out-of Status Allocations. --

(a) Messenger boys or girls who, on or as of July 1, 1924, were allocated to any class of positions in Grades 1, 2, or 3 of the Custodial

Service will be considered as having a proper status for the positions to which so allocated and may receive any rate of pay within the grade to which allocated.

(b) However, messenger boys or girls who by virture of irregular assignments were allocated on or as of July 1, 1924, in classes of positions in the Clerical, Administrative, or Fiscal Service or in the Subprofessional Service, for which classes they have never qualified under the civil service rules, (while they may, under the Executive order of June 19, 1924 remain in the positions to which allocated and receive the initial rate of compensation as fixed July 1, 1924), are not entitled to salary increases that would render their total compensation in excess of the maximum amount to which they would have been entitled had they been allocated in accordance with their status, namely, $1,260, unless and until they qualify under the rules for the position to which allocated. See Comptroller General's Decision of December 9, 1924.

(c) To qualify properly for the classes of positions to which allocated, messenger boys or girls allocated to any class of positions in the Subprofessional Service or any class of positions in the Custodial Service in Grade 4 or higher, or any class of positions in the Operator, Office Devices Group, Photographer Group, or Office Draftsman Group of the Clerical, Administrative, and Fiscal Service may be given a proper status for the position to which allocated upon noncompetitive examination upon request of the Department at any time. (See paragraphs 2, 3 (b), and 4 herein).

(d) To qualify properly for out-of-status allocations to classes of positions in the Clerk Group, Typist Group, Stenographer Group, Clerk-Typist Group, or Clerk-Stenographer Group of the Clerical, Administrative, and Fiscal Service, messenger boys or girls must enter the semi-annual clerical promotion examination corresponding to the class to which allocated, and be reached for appointment on the appropriate bureau register. (See paragraph 3 (a) herein).

In order to eliminate from Paragraph 462 of the Administrative Regulations the reference that messenger boys, appointed subsequent to September 18, 1909, will not be eligible for promotion to the clerical or subclerical grades, that paragraph is hereby amended to read as follows:

> 462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYEES.- As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.
>
> A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving, No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

W. M. Jardine
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 16, 1925.

MEMORANDUM NO. 524

Appointments Without Compensation.

The administrative regulations of this department are hereby amended by inserting, after paragraph 405, the following:

405.1 APPOINTMENT OF COLLABORATORS WITHOUT COMPENSATION.- Appointments of collaborators for services recognized and agreed to as gratuitous will be without compensation. Where an appointee is to perform a specific service, a definite remuneration will be indicated in the appointment paper and a title employed which shall properly describe the character of the contemplated service.

All bureaus employing collaborators will, on December 31 of each year, prepare lists thereof, with showing as to each name whether active service is being rendered or is in prospect. Such lists will be forwarded to the office of personnel; and where they indicate that appointments are properly terminable, recommendations to that effect will at the same time be separately transmitted to the Secretary.

In general, individuals engaged in commercial enterprises will not be considered for appointment as collaborators.

The regulation abolishes the so called "nominal compensation" in appointments for purely gratuitous service. More important than the direct economy effected by the change is the saving in the bureau accounting offices and in the disbursing office of material labor in the vouchering and recording of the salary payments and in the writing of checks. The theory of legal objection to unsalaried service, in which the practice of appointment with nominal compensation probably had its origin, is rejected by the Comptroller of the Treasury, who has held, 27 Comp. Dec., 132: "An appointment to serve without compensation which is accepted and properly recorded is not a violation of the statutory inhibition against acceptance of voluntary service, and is valid if otherwise lawful."

W M Jardine

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

Adv Com on I + BM
For consider

July 24, 1924.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

Recent occasion to consider a proposed dollar-a-year appointment in one of our bureaus led to discussion in my office of the whole subject of this class of appointments. This, with some inquiries, brought out certain facts which may interest you.

As you are well aware, the object of the dollar-a-year appointments is to confer the official status for various purposes. In the Extension Service, where these appointments are most numerous, the object is the franking privilege. Elsewhere it may be to enable the employee to wear a departmental badge. The provision for a dollar a year seems to rest on the idea that some compensation must be named to legalize the employment in view of the anti-voluntary-service law. This idea, however, is quite mistaken as witness the following language in 27 Comp. Dec., 132:

> Section 3679, Revised Statutes, as amended by the act of February 27, 1906, 34 Stat., 49, provides:
>
> > " * * *. Nor shall any department or any officer of the Government accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in cases of sudden emergency involving the loss of human life or the destruction of property."
>
> This office formerly held and expressed the view that this statute was designed to prevent equitable claims arising against the Government through acceptance of voluntary service, or service for which no fixed and definite compensation was provided, but an appointment to serve without compensation does not directly involve a question of payment to be made and the question as to the legality and validity of such an appointment was thought to be one properly for submission to the Attorney General for opinion. 19 Comp.,Dec., 160.
>
> The Attorney General held that the words "voluntary service" used in this statute were not intended to be synonymous with "gratuitous service" and were not -

> intended to cover services rendered in an official capacity under regular appointment to an office otherwise permitted by law to be nonsalaried. 30 Op. Att. Gen., 51.
>
> This opinion states correctly the general scope and effect of the statute, which was intended to guard against claims for compensation. A service offered clearly and distinctly as gratuitous with a proper record made of that fact does not violate this statute against acceptance of voluntary service. An appointment to serve without compensation which is accepted and properly recorded is not a violation of the statutory inhibition against acceptance of voluntary service, and is valid if otherwise lawful.

We have, ourselves, followed this doctrine in several cases by making appointments absolutely without compensation. There are cases in Biological Survey and in at least one or two other bureaus.

Since the nominal compensation is not necessary, why should it continue to form a feature of our gratuitous service appointments? Mr. Singleton, in whose office are handled the records of some 1,245 of these dollar-a-year appointments now current in Extension, tells me that he would be delighted at the abolition of this nominal salary. The payment of the dollar annually necessitates a mass of card records and other papers. In the Disbursing Office, too, checks must be drawn and card records made. Taking into account all of the appointments of this class now current in the department, the volume of clerical work attached to the payments, if not considerable is, at least, by no means negligible.

Mr. Gladmon sees one objection only to the elimination of the dollar compensation. He fears that the bureaus might fall into the habit of making these appointments on their own authority without securing formal appointment over Secretary's signature and record in the Secretary's Personnel Office. He does not consider this altogether a grave danger, merely a possibility which should be taken into account. For my part, however, I can not see that the department should be deterred from taking a step otherwise desirable on the mere theory that possibly bureaus would be careless in their procedure. The matter of formal appointment and record is one which could easily be checked up from time to time if that were necessary, though I see no reason to doubt that the bureaus could be counted upon to carry out so simple a procedure as is here involved.

Let me, therefore, offer the suggestion that, if you deem it worth while, steps be taken to place in the proper channel for consideration the question of abolition of the nominal compensation in our gratuitous service appointments.

Very truly yours,

Alex. McC. Ashley

Chief Inspector.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

March 11, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

In accordance with your request, the Advisory Committee on Finance and Business Methods has considered Mr. Ashley's communication of July 24, 1924, to you, relating to collaborators. Attached hereto is a proposed memorandum on the subject of appointments of collaborators without compensation, which also provides for the insertion of a new paragraph in the Administrative Regulations on the subject. The reasons for the amendment are set forth in the memorandum itself. The memorandum has been passed upon by the Solicitor of the Department and bears his initials.

The Committee therefore recommends that the attached memorandum be approved by the Secretary and promulgated.

Very respectfully,

A Gaffone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

7-F10

signature

Form A-69,
Feb., 1925.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C.

IB:IM

February 11, 1925.

SUBJECT: Apportionment of messenger boys and messenger girls, and procedure in promotions, changes of designation, etc., of messenger boys and girls in the Departmental Service.

To Heads of Departments and Independent Establishments:

Enclosed is a copy of the Executive Order of January 28, 1925, placing the positions of messenger boy and messenger girl in the apportioned service and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Commission may prescribe.

In general, the same procedure in promotions,* changes of designation, transfers, reinstatements, etc., of messenger boys and girls will be followed as for other employees with a subclerical status. Also, in general, messenger boys or girls who are nominated for promotion should meet the same mental or other requirements as are prescribed in open competitive examinations for the class of positions to which promotion is proposed.

The following types of cases will arise most frequently and therefore warrant special comment.

1. Personnel Movements from Junior Messenger, Cu-1-1, to Assistant Messenger, Cu-2-1. -- This change may be made after prior approval of the Commission without further written examination, after the Junior Messenger has completed his six months' probationary period.

2. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to other classes of positions in the Custodial Service. -- Changes of this type, e.g., to Messenger, Cu-3-1, Senior (Skilled) Laborer, Cu-3-2, Subordinate Mechanic, Cu-2-3, Minor Mechanic, Cu-3-3, may be made after prior approval of the Commission without further written examination, provided that at the time the change is to take effect, the candidate has passed his eighteenth birthday. Of course, he must also have successfully completed his probationary period as Junior or Assistant Messanger, as the case may be. Where the change is to a class of positions in the Mechanic Group or the Guard Group, it is subject to a

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* The word "promotion" as used herein means an advancement from one class of positions to a higher class of positions. It should not be confused with a "salary increase" within the range of pay for a class. A promotion may or may not involve a salary increase.

prior showing of proper qualifications, and form 375, fully executed, should be submitted with the Department's request.

3. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Clerical, Administrative, and Fiscal Service. --

(a) To classes of positions in the following classification Groups:

Clerk Group
Stenographer Group
Typist Group
Clerk-Typist Group
Clerk-Stenographer Group

Promotions or personnel movements to these classes of positions will be by competitive promotion examination in the same manner and in accordance with the same general regulations as exist at present for promotion of subclerical employees to the clerical grades (CAF 1, CAF 2, etc.). The customary semi-annual departmental clerical promotion examinations will hereafter be open to Junior Messengers and Assistant Messengers and they will be in competition for promotion with all others in the same bureau on the same promotion register. Those who happen to be on an existing open competitive register for a class of positions in CAF 1 or CAF 2 may, at their option, have their eligibility transferred to the promotion register at the time such register is formed, instead of taking the promotion examination. This will, of course, cancel their eligibility on the open competitive register. Details of these departmental clerical promotion examinations are, of course, given in the semi-annual announcements. The next such promotion examinations will be held in May, 1925.

(b) To classes of positions in the following classification Groups:

Operator, Office Devices Group
Photographer Group
Office Draftsman Group

Personnel movements to classes in one of these Groups may be made noncompetitively after such test of fitness as the Commission may prescribe. Generally the age limits, mental tests and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

4. Personnel movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to classes of positions in the Subprofessional Service.-- Personnel movements to classes of positions in this Service may be made noncompetitively after the candidate passes such test of fitness as the Commission may prescribe. Generally the age limits, mental tests, and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

5. Proof of Legal Residence.-- Messenger boys and girls who are at present in the service will not at once be required to prove legal residence and will not be charged to the apportionment until they are proposed for a personnel change requiring action by the Commission. It is suggested that when such time occurs, the Department's request be accompanied by Form 1030, executed by the candidate.

6. Out-of-Status Allocations.--

(a) Messenger boys or girls who, on or as of July 1, 1924, were allocated to any class of positions in Grades 1, 2, or 3 of the Custodial Service will be considered as having a proper status for the positions to which so allocated and may receive any rate of pay within the grade to which allocated.

(b) However, messenger boys or girls who by virtue of irregular assignments were allocated on or as of July 1, 1924, in classes of positions in the Clerical, Administrative, or Fiscal Service or in the Subprofessional Service, for which classes they have never qualified under the civil service rules, (while they may, under the Executive order of June 19, 1924, remain in the positions to which allocated and receive the initial rate of compensation as fixed July 1, 1924), are not entitled to salary increases that would render their total compensation in excess of the maximum amount to which they would have been entitled had they been allocated in accordance with their status, namely, $1,260, unless and until they qualify under the rules for the position to which allocated. See Comptroller General's Decision of December 9, 1924.

(c) To qualify properly for the classes of positions to which allocated, messenger boys or girls allocated to any class of positions in the Subprofessional Service or any class of positions in the Custodial Service in Grade 4 or higher, or any class of positions in the Operator, Office Devices Group, Photographer Group, or Office Draftsman Group of the Clerical, Administrative, and Fiscal Service, may be given a proper status for the position to which allocated upon noncompetitive examination upon request of the Department at any time. (See paragraphs 2, 3 (b), and 4 herein).

(d) To qualify properly for out-of-status allocations to classes of positions in the Clerk Group, Typist Group, Stenographer Group, Clerk-Typist Group, or Clerk-Stenographer Group of the Clerical, Administrative, and Fiscal Service, messenger boys or girls must enter the semi-annual clerical promotion examination corresponding to the class to which allocated, and be reached for appointment on the appropriate bureau register. (See paragraph 3 (a) herein.)

By direction of the Commission:

Very respectfully,

JOHN T. DOYLE,

2-11-25 Secretary.

Form A-69,
Feb., 1925.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C.

IB:IM

February 11, 1925.

SUBJECT: Apportionment of messenger boys and messenger girls, and procedure in promotions, changes of designation, etc., of messenger boys and girls in the Departmental Service.

To Heads of Departments and Independent Establishments:

Enclosed is a copy of the Executive Order of January 28, 1925, placing the positions of messenger boy and messenger girl in the apportioned service and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Commission may prescribe.

In general, the same procedure in promotions,* changes of designation, transfers, reinstatements, etc., of messenger boys and girls will be followed as for other employees with a subclerical status. Also, in general, messenger boys or girls who are nominated for promotion should meet the same mental or other requirements as are prescribed in open competitive examinations for the class of positions to which promotion is proposed.

The following types of cases will arise most frequently and therefore warrant special comment.

1. Personnel Movements from Junior Messenger, Cu-1-1, to Assistant Messenger, Cu-2-1. -- This change may be made after prior approval of the Commission without further written examination, after the Junior Messenger has completed his six months' probationary period.

2. Personnel Movements from Junior Messenger, Cu-1-1, or Assistant Messenger, Cu-2-1, to other classes of positions in the Custodial Service. -- Changes of this type, e.g., to Messenger, Cu-3-1, Senior (Skilled) Laborer, Cu-3-2, Subordinate Mechanic, Cu-2-3, Minor Mechanic, Cu-3-3, may be made after prior approval of the Commission without further written examination, provided that at the time the change is to take effect, the candidate has passed his eighteenth birthday. Of course, he must also have successfully completed his probationary period as Junior or Assistant Messenger, as the case may be. Where the change is to a class of positions in the Mechanic Group or the Guard Group, it is subject to a

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(a) To classes of positions in the following classification Groups:

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Promotions or personnel movements to these classes of positions will be by competitive promotion examination in the same manner and in accordance with the same general regulations as exist at present for promotion of subclerical employees to the clerical grades (CAF 1, CAF 2, etc.). The customary semi-annual departmental clerical promotion examinations will hereafter be open to Junior Messengers and Assistant Messengers and they will be in competition for promotion with all others in the same bureau on the same promotion register. Those who happen to be on an existing open competitive register for a class of positions in CAF 1 or CAF 2 may, at their option, have their eligibility transferred to the promotion register at the time such register is formed, instead of taking the promotion examination. This will, of course, cancel their eligibility on the open competitive register. Details of these departmental clerical promotion examinations are, of course, given in the semi-annual announcements. The next such promotion examinations will be held in May, 1925.

(b) To classes of positions in the following classification Groups:

Operator, Office Devices Group
Photographer Group
Office Draftsman Group

Personnel movements to classes in one of these Groups may be made noncompetitively after such test of fitness as the Commission may prescribe. Generally the age limits, mental tests and experience requirements will be the same as are prescribed for original appointment. Request for such noncompetitive examination should be submitted in the usual manner, accompanied by Form 375, fully executed.

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5. Proof of Legal Residence.-- Messenger boys and girls who are at present in the service will not at once be required to prove legal residence and will not be charged to the apportionment until they are proposed for a personnel change requiring action by the Commission. It is suggested that when such time occurs, the Department's request be accompanied by Form 1030, executed by the candidate.

6. Out-of-Status Allocations.--

(a) Messenger boys or girls who, on or as of July 1, 1924, were allocated to any class of positions in Grades 1, 2, or 3 of the Custodial Service will be considered as having a proper status for the positions to which so allocated and may receive any rate of pay within the grade to which allocated.

(b) However, messenger boys or girls who by virtue of irregular assignments were allocated on or as of July 1, 1924, in classes of positions in the Clerical, Administrative, or Fiscal Service or in the Subprofessional Service, for which classes they have never qualified under the civil service rules, (while they may, under the Executive order of June 19, 1924, remain in the positions to which allocated and receive the initial rate of compensation as fixed July 1, 1924), are not entitled to salary increases that would render their total compensation in excess of the maximum amount to which they would have been entitled had they been allocated in accordance with their status, namely, $1,260, unless and until they qualify under the rules for the position to which allocated. See Comptroller General's Decision of December 9, 1924.

(c) To qualify properly for the classes of positions to which allocated, messenger boys or girls allocated to any class of positions in the Subprofessional Service or any class of positions in the Custodial Service in Grade 4 or higher, or any class of positions in the Operator, Office Devices Group, Photographer Group, or Office Draftsman Group of the Clerical, Administrative, and Fiscal Service, may be given a proper status for the position to which allocated upon noncompetitive examination upon request of the Department at any time. (See paragraphs 2, 3 (b), and 4 herein).

(d) To qualify properly for out-of-status allocations to classes of positions in the Clerk Group, Typist Group, Stenographer Group, Clerk-Typist Group, or Clerk-Stenographer Group of the Clerical, Administrative, and Fiscal Service, messenger boys or girls must enter the semi-annual clerical promotion examination corresponding to the class to which allocated, and be reached for appointment on the appropriate bureau register. (See paragraph 3 (a) herein.)

By direction of the Commission:

Very respectfully,

JOHN T. DOYLE,

Secretary.

2-11-25

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February 21, 1925.

MEMORANDUM FOR THE CHAIRMAN,
ADVISORY COMMITTEE ON FINANCE AND BUSINESS METHODS

Dear Mr. Zappone:

On January 28, 1925, the President signed an Executive Order placing the positions of Messenger Boy and Messenger Girl in the apportioned service, and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Commission may prescribe. This order will necessitate an amendment to Paragraph 462 of the Administrative Regulations.

It is recommended that your committee take the necessary action amending Paragraph 462, which, after amendment would read as follows:

> "As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.
>
> "A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained."

As you will see, the effect of this amendment is to eliminate the reference that Messenger Boys, appointed subsequent to September 18, 1909, will not be eligible for promotion to the clerical or subclerical grades.

Very truly yours,

P L Gladmon

Chief Personnel Officer.

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UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

March 10, 1925.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Herewith proposed amendment to paragraph 462 of the Administrative Regulations, relating to Promotion of Clerical and Subclerical Employees. The reason for the amendment is set forth in the memorandum itself, and is the result of the recent Executive Order placing messenger boys and messenger girls in the apportioned service and rendering them eligible for promotion to apportioned positions upon such test of fitness as the Civil Service Commission may prescribe.

The Advisory Committee on Finance and Business Methods recommends that the attached memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

A Gappone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D.C.

March 30, 1934.

MEMORANDUM FOR MR. W. A. JONES.

Dear Mr. Jones:

Herewith proposed amendment to paragraph 402 of the Administrative Regulations, relating to Promotion of Clerical and Subclerical Employees. The reason for the amendment is set forth in the memorandum itself, and is the result of the recent Executive Order placing messenger boys and messenger girls in the apportioned service and rendering them eligible for promotion to apportioned positions upon such test of fitness as the Civil Service Commission may prescribe.

The Advisory Committee on Finance and Business Methods recommends that the attached memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

Chairman, Advisory Committee on Finance and Business Methods.

Enclosure.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 462 of the Administrative Regulations is hereby amended to read as follows:

> 462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYEES.- As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.
>
> A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

On January 28, 1925, the President signed an Executive Order placing the positions of messenger boy and messenger girl in the apportioned service, and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Civil Service Commission may prescribe. The effect of the above amendment is to eliminate the reference that messenger boys, appointed subsequent to September 18, 1909, will not be eligible for promotion to the clerical or subclerical grades.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 462 of the Administrative Regulations is hereby amended to read as follows:

462. PROMOTION OF CLERICAL AND SUBCLERICAL EMPLOYEES.-- As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.

A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained.

On January 26, 1925, the President signed an Executive Order placing the positions of messenger boy and messenger girl in the apportioned service, and rendering the incumbents of such positions eligible for promotion to apportioned positions upon such test of fitness as the Civil Service Commission may prescribe. The effect of the above amendment is to eliminate the reference that messenger boys, appointed subsequent to September 18, 1908, will not be eligible for promotion to the clerical or subclerical grades.

Secretary.